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**YE400**  
**Performing Period-End Reconciliation and Closing**

**June 2013**

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## **YE400**

### **YE400 Performing Period End Reconciliation and Closing Activities**

#### **Course Overview**

The *YE400 Performing Period End Reconciliation and Closing Activities* course discusses the processes dealing with period and year end closing activities. In this course, you will learn the business processes used to manage period end processes - including month-end and year-end close and reconciliation in GEARS.

#### **Course Outline**

The following sections and lessons provide information and step-by-step instructions on Period End Processing:

- Course Audiences and Prerequisites
- Lesson 1: Adding Encumberable and Nonencumberable Transactions
- Lesson 2: Closing the Commitment Control Budget
- Lesson 3: Processing GL Year End Close
- Course Summary

### **Course Audiences and Prerequisites**

#### **Audience(s)**

The Judiciary audiences for this course are:

- AOC
  - Budgets and Reports
  - Procurement and Contract Admin

#### **GEARS Role(s)**

This course is intended for Judiciary employees with the following GEARS role(s):

- AP DBF Year-End Processor
- ePro Year-End Processor
- Procurement Year-End Processor
- CS Buyer Year End Transactions
- GL Year-End Processing
- GL Month-End Processing
- KK Year End Processor

#### **Prerequisites**

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- PO100 Understanding GEARS Procurement Processes

# Training Guide

## Performing Period-End Reconciliation and Closing



- KK100 Understanding GEARS Commitment Control for Managing Budgets
- GL100 Understanding GEARS General Ledger Processes
- AP100 Understanding GEARS Payables

## Lesson 1: Adding Encumberable and Nonencumberable Transactions

### Lesson Overview

In this lesson, you will learn about processing rolling and non-rolling purchase order (PO) transactions.

### Lesson Outline

After completing this lesson, you will be familiar with:

- Running Mass Close for Open Non-rolling PO's
- Closing Non-Rolling PO Lines and Verifying the Amount
- Manually rolling encumberable PO into the next year

### 1.1 Running Mass Close for Open Non-rolling PO's




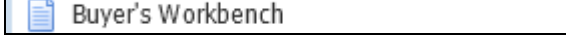
In this topic you will use the Buyer's WorkBench to close some open non-rolling PO's.

After completing this topic, you will be able to:

- Close any open, non-rolling PO's

### Procedure

In this topic, you will close any open PO's that will not be used in the future.

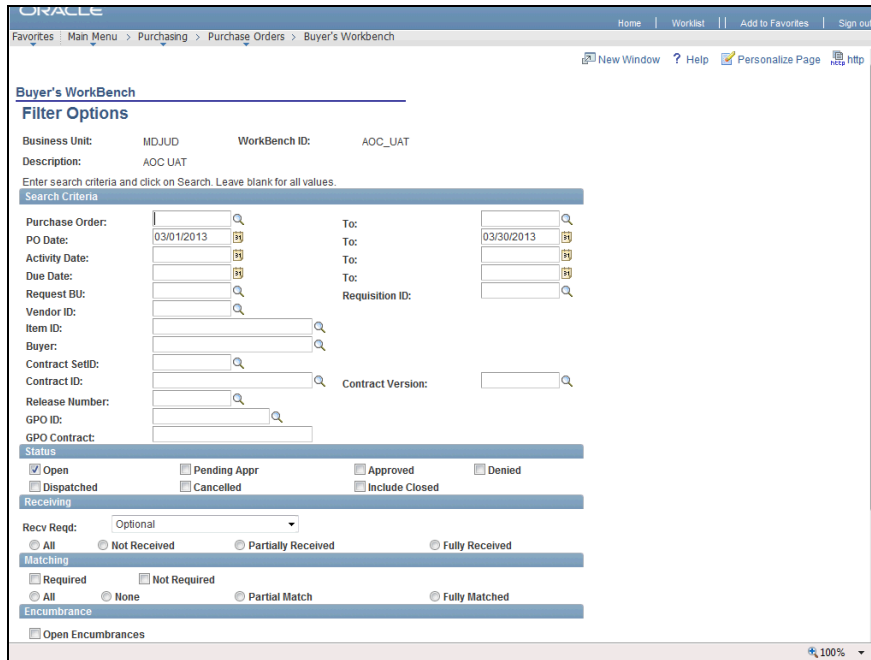
Step	Action
1.	Navigate to the <b>Buyer's Workbench</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Purchase Orders</b> menu. 
4.	Click the <b>Buyer's Workbench</b> menu. 




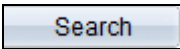


Step	Action
5.	<p>The <b>Buyer's WorkBench</b> search page displays.</p> <p>Enter the desired information into the <b>WorkBench ID</b> field. Enter a valid value e.g. "<b>AOC_UAT</b>".</p>
6.	<p>Click the <b>Search</b> button.</p> <div><b>Search</b></div>

# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
7.	The <b>Buyer's WorkBench - Filter Options</b> page displays.  Scroll down to reveal additional fields.
8.	Click the <b>Dispatched</b> option. 
9.	Click the <b>Look up GL Unit (Alt+5)</b> button. 
10.	The <b>Look Up GL Unit</b> window displays.  Click the <b>MDJUD</b> link. 
11.	Click the <b>Search</b> button. 



Business Unit: MDJUD WorkBench ID: AOC\_UAT  
\*Description: ROC UAT

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
0000000046		Open	N	03/11/2013	03/11/2013	0000000003	PTP test user - buyer	Standard			

☒ Select All ☐ Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#)  
[Process Monitor](#) [View Processing Results](#)

Step	Action
12.	<p>The <b>Buyer's Workbench</b> page displays.</p> <p>Click the <b>View All</b> link.</p> <p><a href="#">View All</a></p>

Business Unit: MDJUD WorkBench ID: AOC\_UAT  
\*Description: ROC UAT

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
0000000046		Open	N	03/11/2013	03/11/2013	0000000003	PTP test user - buyer	Standard			
0000000049		Open	N	03/11/2013	03/11/2013	0000007558	Conversion ID	Standard			
0000000050		Open	N	03/11/2013	03/11/2013	0000010430	PTP test user - buyer	Standard			
0000000040		Open	N	03/06/2013	03/06/2013	0000010430	PTP test user - buyer	Standard			
0000000047		Open	N	03/11/2013	03/11/2013	0000010429	PTP test user - buyer	Standard			
0000000053		Open	N	03/13/2013	03/13/2013	0000000003	PTP test user - buyer	Standard			
0000000054		Open	N	03/13/2013	03/13/2013	0000000003	PTP test user - buyer	Standard			
0000000055		Open	N	03/13/2013	03/13/2013	0000000003	PTP test user - buyer	Standard			
0000000056		Open	N	03/13/2013	03/13/2013	0000000003	PTP test user - buyer	Standard			

☒ Select All ☐ Clear All

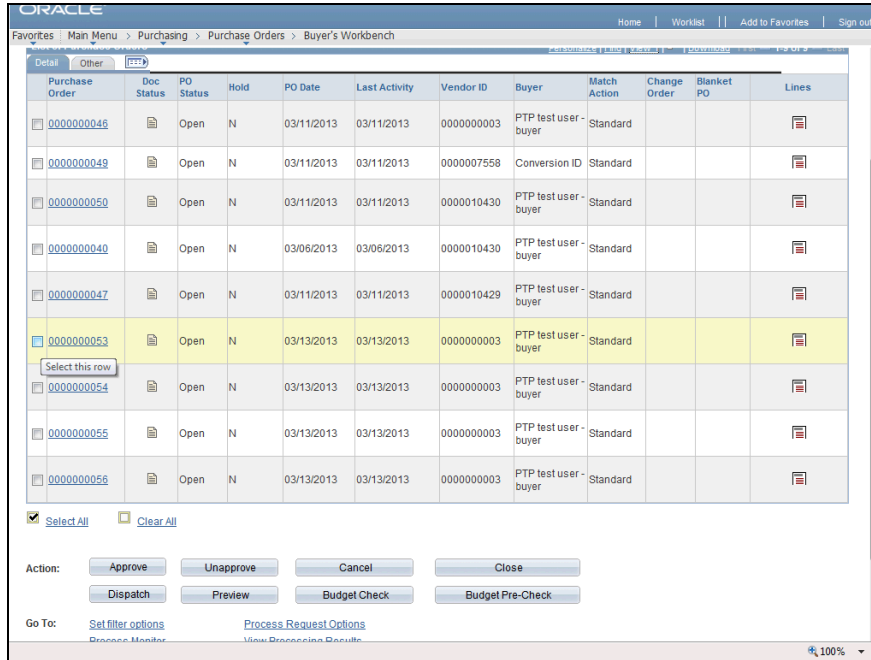
Action:

Go To: [Set filter options](#) [Process Request Options](#)  
[Process Monitor](#) [View Processing Results](#)

# Training Guide

## Performing Period-End Reconciliation and Closing

Step	Action
13.	Scroll to the bottom of the page.





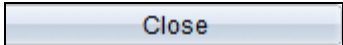


Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
0000000046		Open	N	03/11/2013	03/11/2013	0000000003	PTP test user - buyer	Standard			
0000000049		Open	N	03/11/2013	03/11/2013	0000007558	Conversion ID	Standard			
0000000050		Open	N	03/11/2013	03/11/2013	0000010430	PTP test user - buyer	Standard			
0000000040		Open	N	03/06/2013	03/06/2013	0000010430	PTP test user - buyer	Standard			
0000000047		Open	N	03/11/2013	03/11/2013	0000010429	PTP test user - buyer	Standard			
0000000053		Open	N	03/13/2013	03/13/2013	0000000003	PTP test user - buyer	Standard			
0000000054		Open	N	03/13/2013	03/13/2013	0000000003	PTP test user - buyer	Standard			
0000000055		Open	N	03/13/2013	03/13/2013	0000000003	PTP test user - buyer	Standard			
0000000056		Open	N	03/13/2013	03/13/2013	0000000003	PTP test user - buyer	Standard			

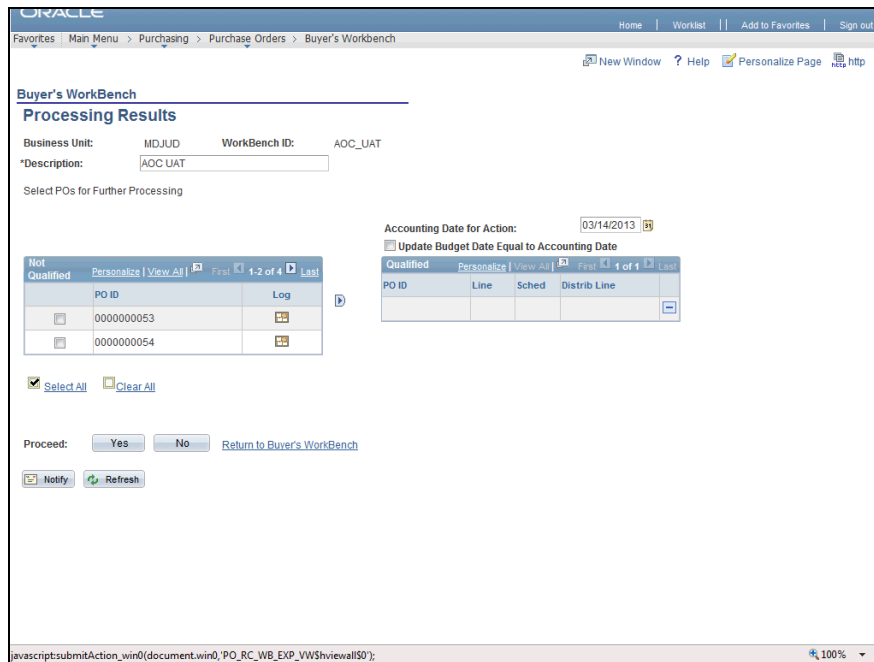
☒ Select All    ☐ Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#)  
[Process Monitor](#) [View Processing Results](#)



Step	Action
14.	<p>You will now select the <i>Open</i> PO's that you will close.</p> <p>Click the <b>0000000053</b> option.</p> 
15.	<p>Click the <b>0000000054</b> option.</p> 
16.	<p>Click the <b>0000000055</b> option.</p> 
17.	<p>Click the <b>0000000056</b> option.</p> 
18.	<p>Click the <b>Close</b> button.</p> 












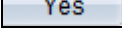
Buyer's WorkBench  
**Processing Results**  
 Business Unit: MDJUD WorkBench ID: AOC\_UAT  
 \*Description: AOC UAT  
 Select POs for Further Processing

Accounting Date for Action: 03/14/2013  
☐ Update Budget Date Equal to Accounting Date

Not Qualified		
PO ID	Log	
<input type="checkbox"/> 0000000053		
<input type="checkbox"/> 0000000054		

☒ Select All ☐ Clear All

Proceed:   [Return to Buyer's WorkBench](#)

Step	Action
19.	The <b>Buyer's WorkBench - Processing Results</b> page displays.  Click the <b>View All</b> link. 
20.	Click the <b>0000000053</b> option. 
21.	Click the <b>0000000054</b> option. 
22.	Click the <b>0000000055</b> option. 
23.	Click the <b>0000000056</b> option. 
24.	Click the <b>Override</b> button. 
25.	Click the <b>View All</b> link. 
26.	Click the <b>Yes</b> button. 

# Training Guide

## Performing Period-End Reconciliation and Closing



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Purchasing | Purchase Orders | Buyer's Workbench

New Window | Personalize Page | http

### Buyer's WorkBench

#### Processing Results

Business Unit: MDJUD    WorkBench ID: AOC

\*Description: Procurement and Contract Admin

Select POs for Further Processing

Accounting Date for Action: 01/17/2013

☐ Update Budget Date Equal to Accounting Date

Message

Continue to Close POs. (10224,10)

Yes    No

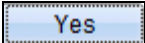
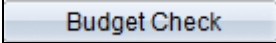
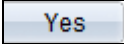
0000000030    (yes)

☒ Select All    ☐ Clear All

Proceed:    Yes    No    Return to Buyer's WorkBench

100%

Step	Action
27.	Click the <b>Yes</b> button. 
28.	Click the <b>Budget Check</b> button to verify the budget. 
29.	Click the <b>Yes</b> button to process the budget check. 

ORACLE  
Favorites | Main Menu | Purchasing | Purchase Orders | Buyer's Workbench

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Personalize Page | http

### Buyer's WorkBench

Business Unit: MDJUD WorkBench ID: AOC  
\*Description: Procurement and Contract Admin

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000000045		Complete	N	01/15/2013	01/17/2013	0000000003	jone, kevin	No Match			
<input checked="" type="checkbox"/> 0000000046		Complete	N	01/15/2013	01/17/2013	0000000007	jone, kevin	No Match			
<input type="checkbox"/> 0000000047		Open	N	01/15/2013	01/15/2013	0000000009	jone, kevin	No Match			
<input type="checkbox"/> 0000000051		Open	N	01/15/2013	01/15/2013	0000000008	jone, kevin	No Match			
<input type="checkbox"/> RCVPO2		Open	Y	01/11/2013	01/11/2013	0000000009	jone, kevin	No Match			
<input type="checkbox"/> RECV_POBK		Open	Y	01/10/2013	01/10/2013	0000000009	jone, kevin	No Match			
<input checked="" type="checkbox"/> 0000000037		Complete	N	01/07/2013	01/17/2013	00000123	Roberts, James	Standard			
<input checked="" type="checkbox"/> 0000000030		Complete	N	12/14/2012	01/17/2013	0000000001	Shahi, Neil	No Match			

☒ Select All ☐ Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#)  
[Process Monitor](#) [View Processing Results](#)

Step	Action
30.	Click the <b>Save</b> button. <div>Save</div>

ORACLE  
Favorites | Main Menu | Purchasing | Purchase Orders | Buyer's Workbench

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Personalize Page | http

### Buyer's WorkBench

Business Unit: MDJUD WorkBench ID: AOC  
\*Description: Procurement and Contract Admin

Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0000000045		Complete	N	01/15/2013	01/17/2013	0000000003	jone, kevin	No Match			
<input checked="" type="checkbox"/> 0000000046		Complete	N	01/15/2013	01/17/2013	0000000007	jone, kevin	No Match			
<input type="checkbox"/> 0000000053		Open	N	01/15/2013	01/15/2013	0000000009	jone, kevin	No Match			
<input type="checkbox"/> 0000000051		Open	N	01/15/2013	01/15/2013	0000000008	jone, kevin	No Match			
<input type="checkbox"/> RCVPO2		Open	Y	01/11/2013	01/11/2013	0000000009	jone, kevin	No Match			
<input type="checkbox"/> RECV_POBK		Open	Y	01/10/2013	01/10/2013	0000000009	jone, kevin	No Match			
<input checked="" type="checkbox"/> 0000000037		Complete	N	01/07/2013	01/17/2013	00000123	Roberts, James	Standard			
<input checked="" type="checkbox"/> 0000000030		Complete	N	12/14/2012	01/17/2013	0000000001	Shahi, Neil	No Match			

☒ Select All ☐ Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#)  
[Process Monitor](#) [View Processing Results](#)

http://oracle14.courts.state.md.us:13080/psp/ptst/EMPLOYEE/ERP/s/WEBLIB\_PT\_NAV.ISCRIPT1.FieldFormula.IScript\_PT\_NAV\_INFRAME?pt\_fname=EPCO\_PURCHASE\_ORDERS

# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
31.	<p>The selected PO's have now been closed. Next you will click on the <b>PO ID</b> link you want to verify.</p> <p>Click the <b>0000000053</b> link.</p> <p><b>0000000046</b></p>

**Purchase Order Inquiry**

**Purchase Order**

Business Unit: MDJUD  
PO ID: 0000000053

PO Status: Compl  
Budget Status: Valid

**Header**

PO Date: 01/15/2013  
Vendor Name: 804921036-001  
Vendor ID: 0000000003  
Buyer: jone, kevin

PO Reference: [Header Details](#) [All RTV](#) [Document Status](#)  
[Header Comments](#) [Matching](#)  
[Change Order](#) [Activity Summary](#)

Backorder Status: Not Backordered  
Receipt Status: Not Recvd  
☐ Hold From Further Processing

**Amount Summary**

Merchandise: 50.00  
Freight/Tax/Misc.: 0.00  
Total: 50.00 USD

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		faet	HVAC	1.0000	EA	50.00 USD	Closed

[Return to Search](#) [Notify](#) [Related](#)

Step	Action
32.	Note that this PO's status is now <b>Closed</b> .
33.	<p>You have successfully completed the <i>Running Mass Close for Open Non-rolling PO's</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Close multiple PO's at once</li> <li>- Verify the status of closed PO's</li> </ul> <p><b>End of Procedure.</b></p>

## 1.2 Closing PO Lines and Verifying the Amount





In this topic you will close PO lines for a purchase order that will not be used in the next fiscal year.

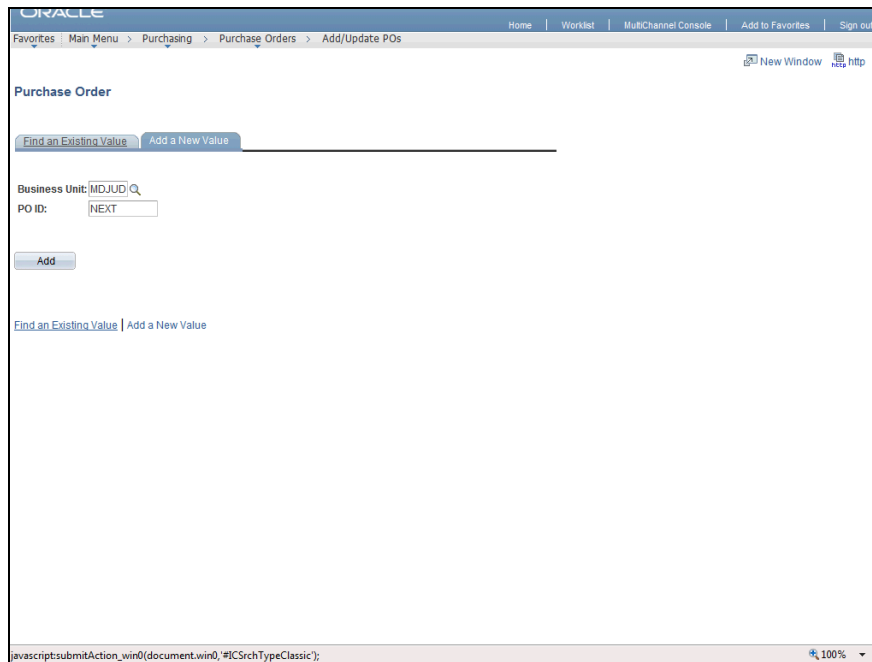
After completing this topic, you will be able to:

- Close individual lines on an open PO

### Procedure

In this topic you will close PO lines for a purchase order that will not be used in the next fiscal year.

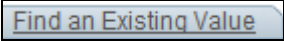
Step	Action
1.	Navigate to the <b>Purchase Order</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Purchasing</b> menu. 
3.	Click the <b>Purchase Orders</b> menu. 
4.	Click the <b>Add/Update POs</b> menu. 

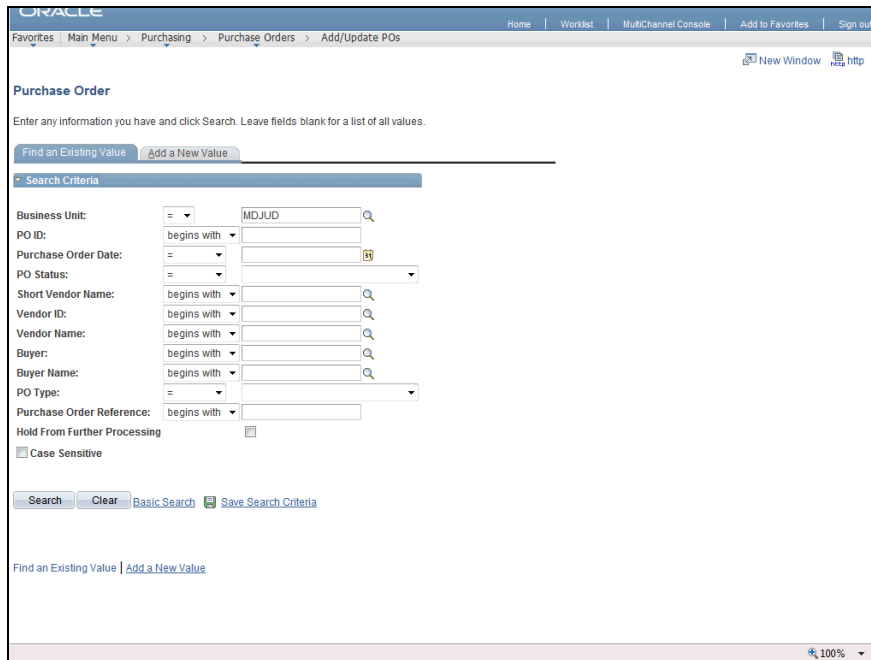


# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
5.	<p>The <b>Purchase Order</b> search page displays.</p> <p>Click the <b>Find an Existing Value</b> tab.</p> 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window http

### Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

**Search Criteria**

Business Unit:

PO ID:

Purchase Order Date:

PO Status:

Short Vendor Name:

Vendor ID:

Vendor Name:

Buyer:

Buyer Name:

PO Type:

Purchase Order Reference:

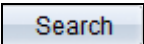
Hold From Further Processing ☐

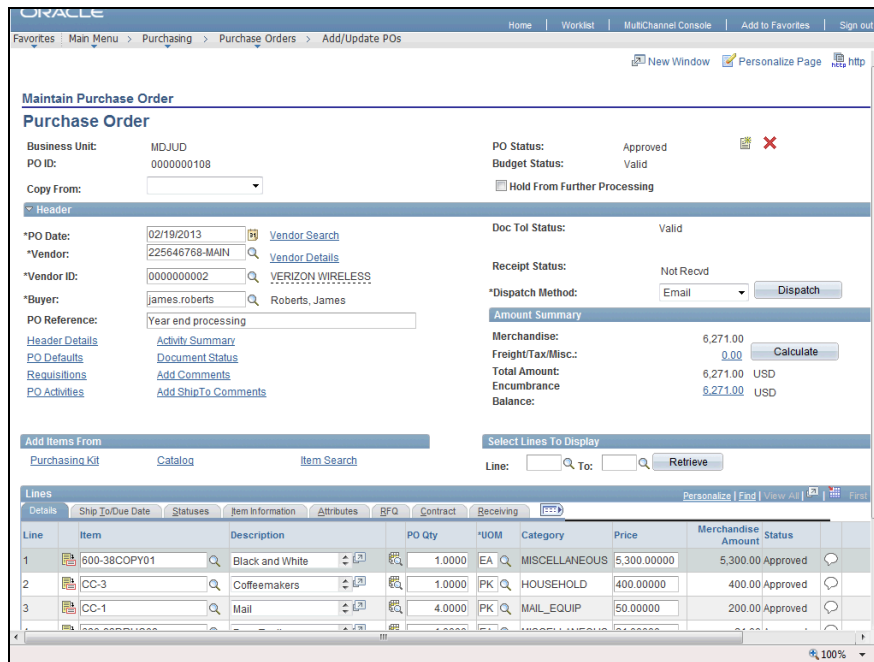
☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

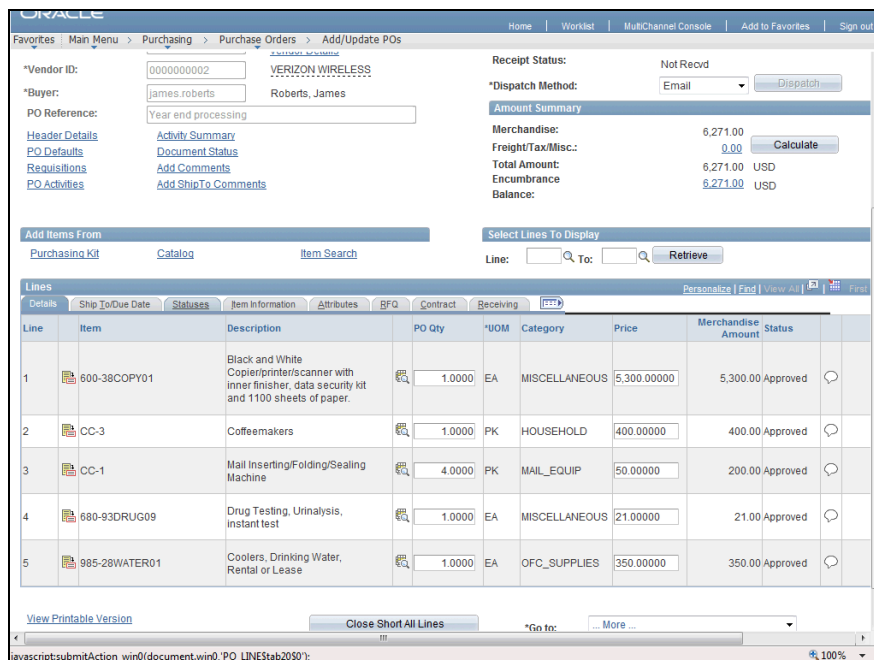
100%

Step	Action
6.	<p>The <b>Find an Existing Value</b> tab displays.</p> <p>Enter the desired information into the <b>PO ID</b> field. Enter a valid value e.g. "<b>0000000108</b>".</p>
7.	<p>Click the <b>Search</b> button.</p> 



Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	600-38COPY01	Black and White	1.0000	EA	MISCELLANEOUS	5,300.00000	5,300.00	Approved
2	CC-3	Coffeemakers	1.0000	PK	HOUSEHOLD	400.00000	400.00	Approved
3	CC-1	Mail	4.0000	PK	MAIL_EQUIP	50.00000	200.00	Approved

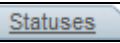
Step	Action
8.	<p>The <b>Purchase Order</b> page displays.</p> <p>Move the scrollbar down to reveal additional fields.</p>

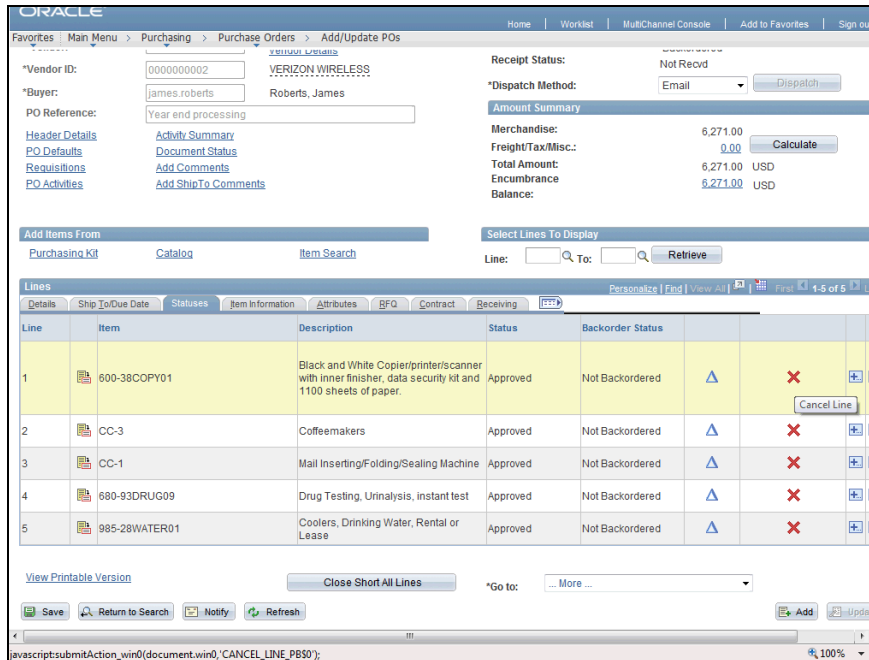


Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	600-38COPY01	Black and White Copier/printer/scanner with inner finisher, data security kit and 1100 sheets of paper.	1.0000	EA	MISCELLANEOUS	5,300.00000	5,300.00	Approved
2	CC-3	Coffeemakers	1.0000	PK	HOUSEHOLD	400.00000	400.00	Approved
3	CC-1	Mail Inserting/Folding/Sealing Machine	4.0000	PK	MAIL_EQUIP	50.00000	200.00	Approved
4	680-93DRUG09	Drug Testing, Urinalysis, instant test	1.0000	EA	MISCELLANEOUS	21.00000	21.00	Approved
5	985-28WATER01	Coolers, Drinking Water, Rental or Lease	1.0000	EA	OFC_SUPPLIES	350.00000	350.00	Approved






# Training Guide


## Performing Period-End Reconciliation and Closing

Step	Action
9.	Click the <b>Statuses</b> tab. 

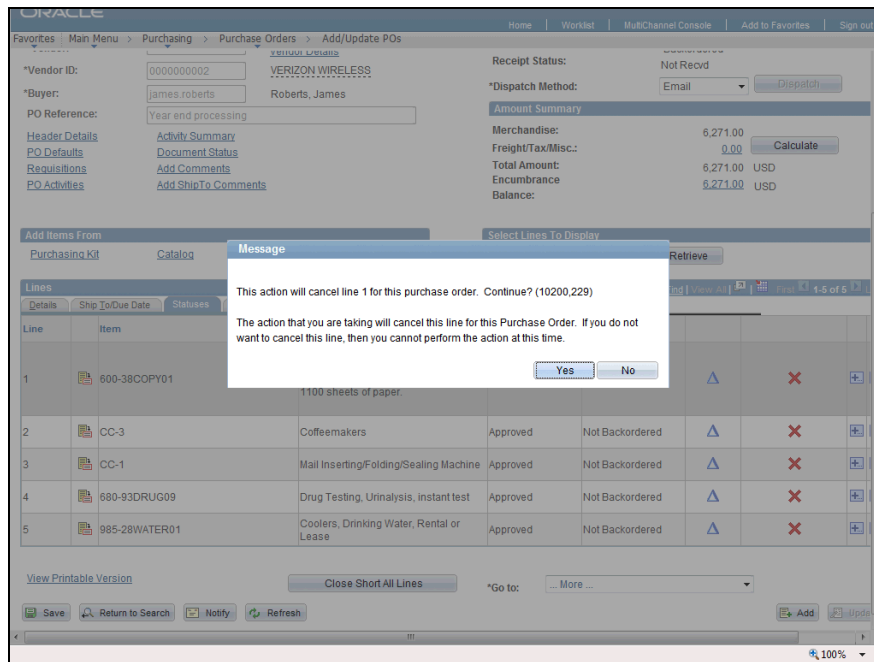


The screenshot shows the Oracle Purchasing 'Add/Update POs' screen. The 'Statuses' tab is selected in the 'Lines' section. The table displays the following data:

Line	Item	Description	Status	Backorder Status			
1	600-38COPV01	Black and White Copier/printer/scanner with inner finisher, data security kit and 1100 sheets of paper.	Approved	Not Backordered	△	×	
2	CC-3	Coffeemakers	Approved	Not Backordered	△	×	
3	CC-1	Mail Inserting/Folding/Sealing Machine	Approved	Not Backordered	△	×	
4	680-93DRUG09	Drug Testing, Urinalysis, instant test	Approved	Not Backordered	△	×	
5	985-28WATER01	Coolers, Drinking Water, Rental or Lease	Approved	Not Backordered	△	×	

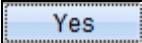

Step	Action
10.	Click the <b>Cancel Line</b> button for the first line item. 

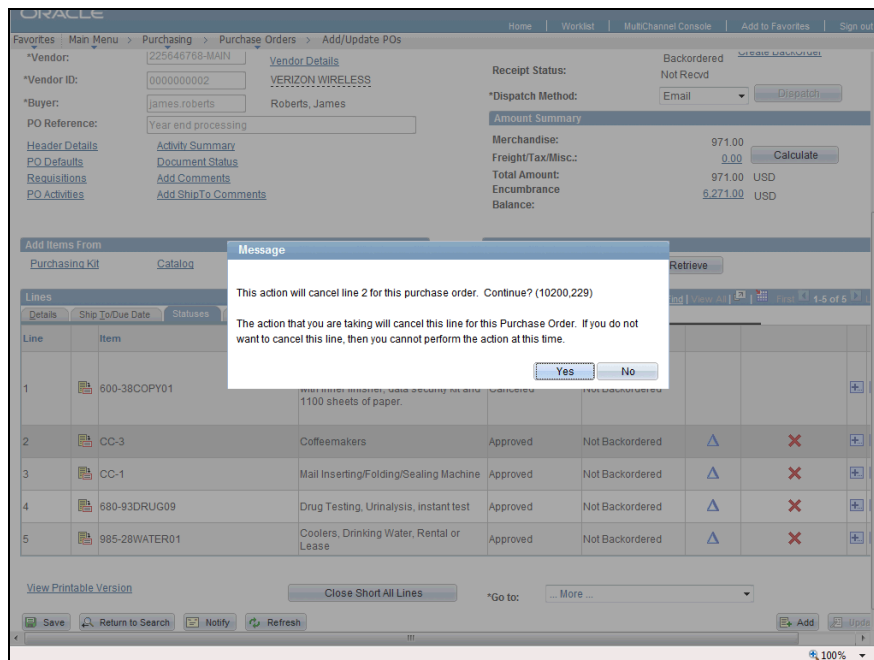




The screenshot shows the Oracle Purchasing 'Add/Update POs' screen. A confirmation message box is displayed over the 'Lines' table, asking to confirm the cancellation of line 1. The message text is: 'This action will cancel line 1 for this purchase order. Continue? (10200,229)' and 'The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time.' The 'Yes' button is highlighted.

Line	Item	Description	Quantity	Unit	Price	Amount	Status	Backordered	Cancel
1	600-38COPY01	1100 sheets of paper.					Approved	Not Backordered	
2	CC-3	Coffeemakers					Approved	Not Backordered	
3	CC-1	Mail Inserting/Folding/Sealing Machine					Approved	Not Backordered	
4	680-93DRUG09	Drug Testing, Urinalysis, instant test					Approved	Not Backordered	
5	985-28WATER01	Coolers, Drinking Water, Rental or Lease					Approved	Not Backordered	

Step	Action
11.	Click the <b>Yes</b> button. 
12.	Click the <b>Cancel Line</b> button for the second line item. 

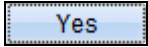



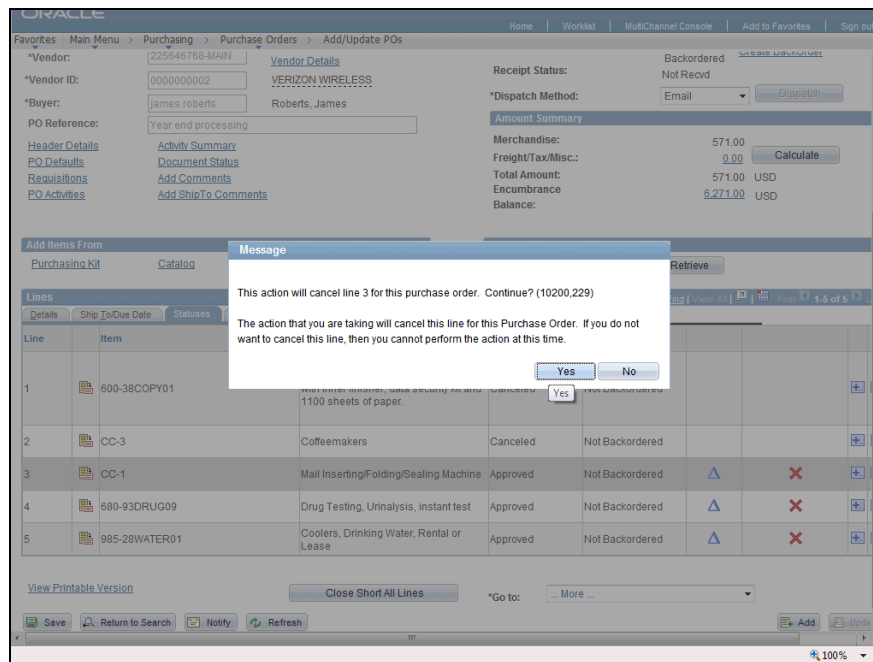
The screenshot shows the Oracle Purchasing 'Add/Update POs' screen. A confirmation message box is displayed over the 'Lines' table, asking to confirm the cancellation of line 2. The message text is: 'This action will cancel line 2 for this purchase order. Continue? (10200,229)' and 'The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time.' The 'Yes' button is highlighted.

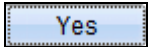
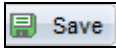
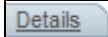
Line	Item	Description	Quantity	Unit	Price	Amount	Status	Backordered	Cancel
1	600-38COPY01	1100 sheets of paper.					Approved	Not Backordered	
2	CC-3	Coffeemakers					Approved	Not Backordered	
3	CC-1	Mail Inserting/Folding/Sealing Machine					Approved	Not Backordered	
4	680-93DRUG09	Drug Testing, Urinalysis, instant test					Approved	Not Backordered	
5	985-28WATER01	Coolers, Drinking Water, Rental or Lease					Approved	Not Backordered	

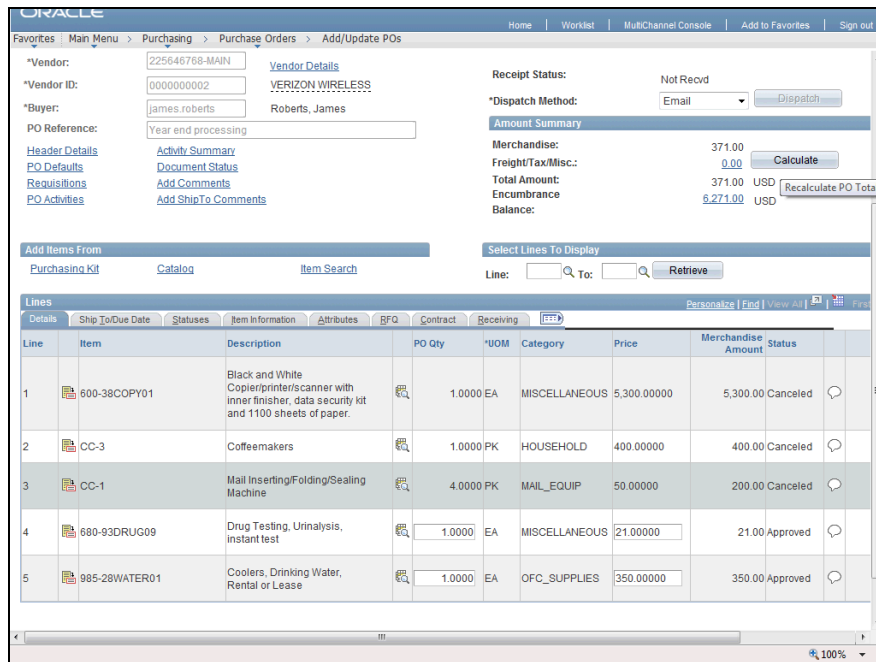
# Training Guide

## Performing Period-End Reconciliation and Closing

Step	Action
13.	Click the <b>Yes</b> button. 
14.	Click the <b>Cancel Line</b> button for the third line item. 



Step	Action
15.	Click the <b>Yes</b> button. 
16.	Click the <b>Save</b> button. 
17.	Click the <b>Details</b> tab. 



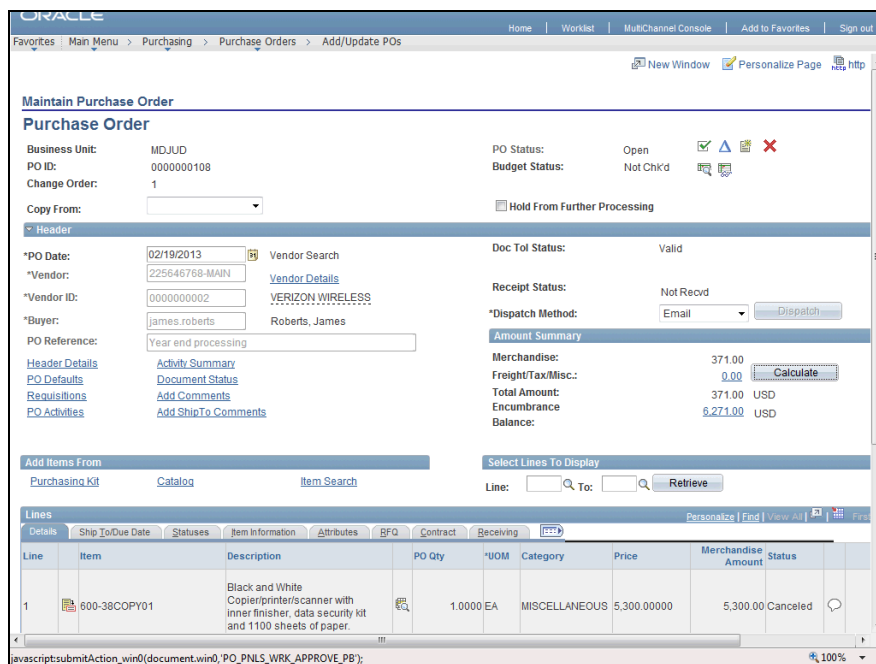
\*Vendor: 225646768-MAIN  
 \*Vendor ID: 000000002  
 \*Buyer: james.roberts  
 PO Reference: Year end processing

Receipt Status: Not Recvd  
 \*Dispatch Method: Email

Amount Summary  
 Merchandise: 371.00  
 Freight/Tax/Misc.: 0.00  
 Total Amount: 371.00 USD  
 Encumbrance Balance: 6,271.00 USD

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	600-38COPY01	Black and White Copier/printer/scanner with inner finisher, data security kit and 1100 sheets of paper.	1.0000	EA	MISCELLANEOUS	5,300.00000	5,300.00	Canceled
2	CC-3	Coffeemakers	1.0000	PK	HOUSEHOLD	400.00000	400.00	Canceled
3	CC-1	Mail Inserting/Folding/Sealing Machine	4.0000	PK	MAIL_EQUIP	50.00000	200.00	Canceled
4	680-93DRUG09	Drug Testing, Urinalysis, instant test	1.0000	EA	MISCELLANEOUS	21.00000	21.00	Approved
5	985-28WATER01	Coolers, Drinking Water, Rental or Lease	1.0000	EA	OFC_SUPPLIES	350.00000	350.00	Approved

Step	Action
18.	Note that the status of the PO lines has changed to <b>Canceled</b> where appropriate.



Business Unit: MDJUD  
 PO ID: 0000000108  
 Change Order: 1  
 Copy From:

PO Status: Open  
 Budget Status: Not Chk'd  
 Hold From Further Processing

\*PO Date: 02/19/2013  
 \*Vendor: 225646768-MAIN  
 \*Vendor ID: 000000002  
 \*Buyer: james.roberts  
 PO Reference: Year end processing


Doc Tol Status: Valid  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Email

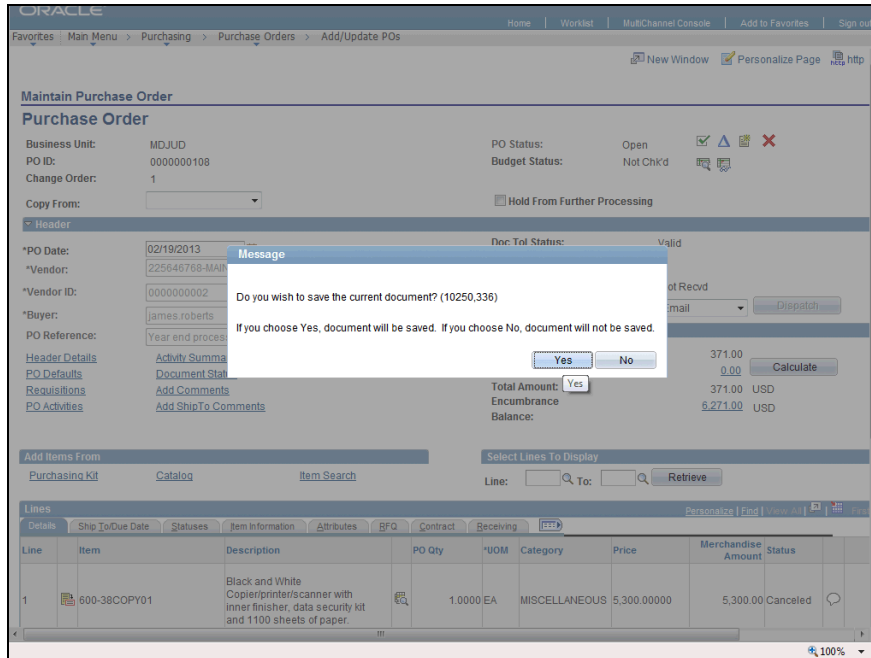
Amount Summary  
 Merchandise: 371.00  
 Freight/Tax/Misc.: 0.00  
 Total Amount: 371.00 USD  
 Encumbrance Balance: 6,271.00 USD

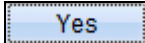

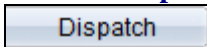
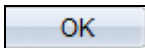
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	600-38COPY01	Black and White Copier/printer/scanner with inner finisher, data security kit and 1100 sheets of paper.	1.0000	EA	MISCELLANEOUS	5,300.00000	5,300.00	Canceled

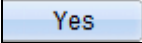
# Training Guide

## Performing Period-End Reconciliation and Closing

Step	Action
19.	<p>Click the <b>Approve PO</b> button.</p> <p><b>NOTE:</b> The PO has changed, therefore it needs to be approved and budget checked again.</p> 



Step	Action
20.	<p>Click the <b>Yes</b> button.</p> 
21.	<p>Click the <b>Budget Check</b> button.</p> 
22.	<p>Note that the <b>Amount Summary</b> has been updated to reflect the PO changes.</p>
23.	<p>Click the <b>Dispatch</b> button.</p> 
24.	<p>The Dispatch Options page displays. Verify how you would like the PO to be dispatched on this page.</p> <p>Click the <b>OK</b> button.</p> 

Step	Action
25.	<p>Click the <b>Yes</b> button.</p> <p>Once this is done, the PO will process then refresh and the PO Status will again be "<b>Dispatched</b>".</p> 
26.	<p>You have successfully completed the <i>Closing Non-Rolling PO Lines and Verifying the Amount</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Close multiple PO lines</li> <li>- Budget check the lines</li> </ul> <p><b>End of Procedure.</b></p>

### 1.3 Manually Rolling Purchase Orders



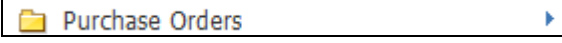
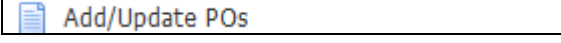
In this topic, you will manually roll Purchase Orders that will be used in the next fiscal year.

After completing this topic, you will be able to:

- Roll POs into a new Approp. Year

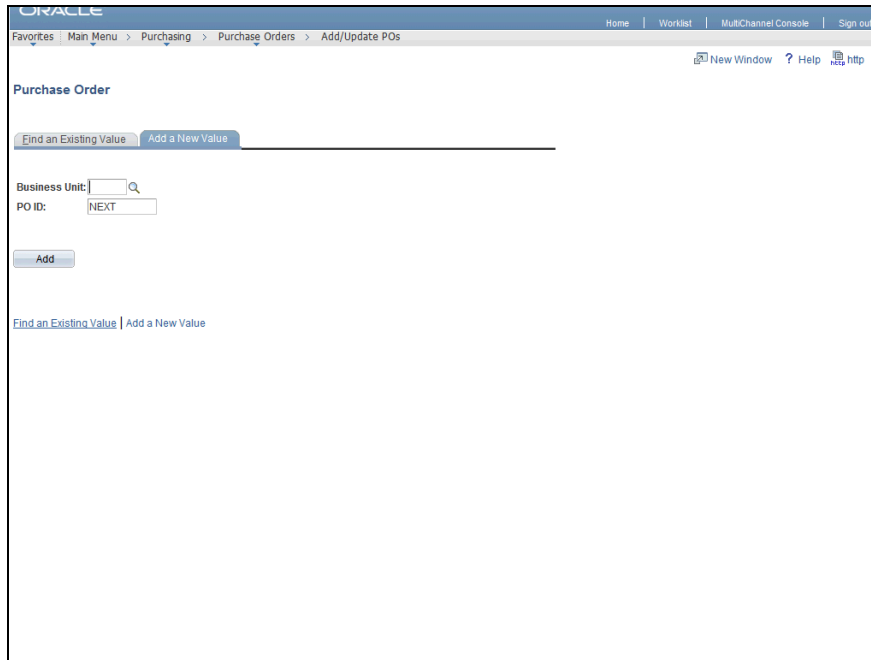
#### Procedure

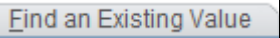
In this topic, you will learn how to roll over an encumberable PO into the next appropriation year, manually.

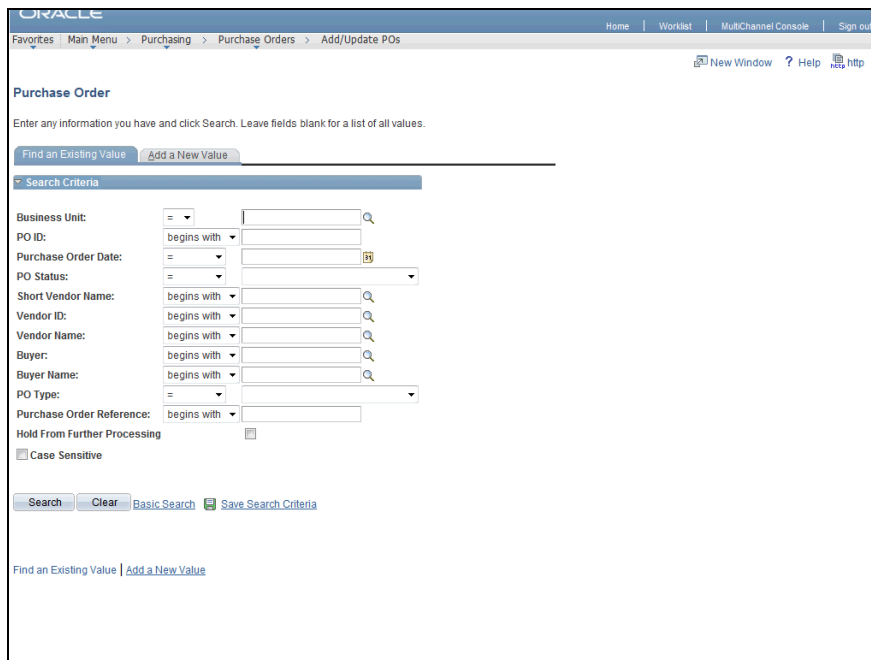
Step	Action
1.	<p>Begin by navigating to the <b>Purchase Order</b> page.</p> <p>Click the <b>Main Menu</b> button.</p> 
2.	<p>Click the <b>Purchasing</b> menu.</p> 
3.	<p>Click the <b>Purchase Orders</b> menu.</p> 
4.	<p>Click the <b>Add/Update POs</b> menu.</p> 



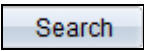
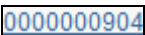
# Training Guide

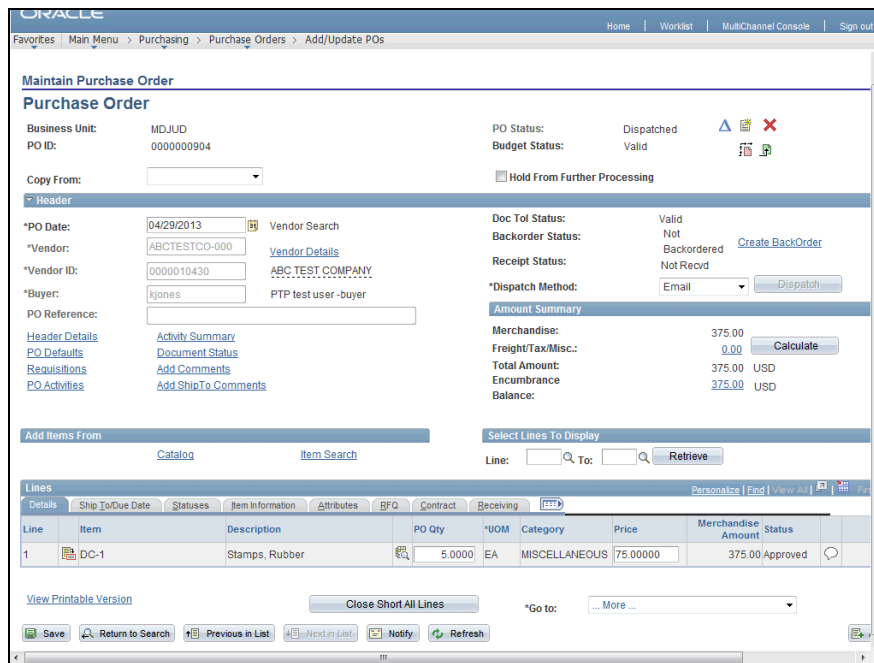
## Performing Period-End Reconciliation and Closing



Step	Action
5.	<p>The <b>Purchase Order</b> search page displays.</p> <p>Click the <b>Find an Existing Value</b> tab.</p> 



Step	Action
6.	The <b>Purchase Order - Find an Existing Value</b> tab displays.  Enter the desired information into the <b>Business Unit</b> field. Enter " <b>MDJUD</b> ".
7.	Click the <b>PO ID</b> list. 
8.	Click the <b>contains</b> list item. 
9.	Enter the desired information into the <b>PO ID</b> field. Enter " <b>904</b> ".
10.	Click the <b>Search</b> button. 
11.	Move the scrollbar downward to reveal additional fields.
12.	Your search results display.  Click the <b>0000000904</b> link. 



**Oracle**  
 Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

### Maintain Purchase Order

#### Purchase Order

Business Unit: MDJUD  
 PO ID: 0000000904  
 PO Status: Dispatched  
 Budget Status: Valid  
 Copy From:   
☐ Hold From Further Processing

**Header**

\*PO Date: 04/29/2013 Vendor Search  
 \*Vendor: ABCTESTCO-000 Vendor Details  
 \*Vendor ID: 0000010430 ABC TEST COMPANY  
 \*Buyer: kjones PTP test user -buyer  
 PO Reference:   
[Header Details](#) [Activity Summary](#)  
[PO Defaults](#) [Document Status](#)  
[Requisitions](#) [Add Comments](#)  
[PO Activities](#) [Add ShipTo Comments](#)

Doc Tol Status: Valid  
 Backorder Status: Not Backordered [Create BackOrder](#)  
 Receipt Status: Not Recvd  
 \*Dispatch Method: Email [Dispatch](#)

**Amount Summary**

Merchandise: 375.00  
 Freight/Tax/Misc.: 0.00 [Calculate](#)  
 Total Amount: 375.00 USD  
 Encumbrance: 375.00 USD  
 Balance:

**Add Items From**  [Catalog](#) [Item Search](#)

**Select Lines To Display**  
 Line:  To:  [Retrieve](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	DC-1	Stamps, Rubber	5.0000	EA	MISCELLANEOUS	75.00000	375.00	Approved


[View Printable Version](#) [Close Short All Lines](#) \*Go to:


[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
13.	<p>The <b>Maintain Purchase Order - Purchase Order</b> page displays.</p> <p>Verify the information on this page is correct.</p> <p>Scroll the page to the right to access the <b>Schedule</b> button.</p>
14.	<p>Click the <b>Schedule</b> button.</p> 

Step	Action
15.	<p>The <b>Maintain Purchase Order - Schedules</b> page displays.</p> <p>Click the <b>Distributions/ChartFields</b> button.</p> 





Oracle  
Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window ? Help Personalize Page http

### Maintain Purchase Order

#### Distributions for Schedule 1

Unit: MDJUD Vendor: ABCTESTCO-000  
PO ID: 0000000904 Item: DC-1 [Stamps, Rubber](#)  
Line: 1  
Schedule: 1 Status: Active

Distribute By: Quantity Schedule Qty: 5.0000  
Merchandise Amount: 375.00 USD  
Doc. Base Amount: 375.00 USD

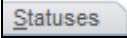

SpeedChart:  [Multi-SpeedCharts](#)

Distribution

Chartfields Details/Tax Asset Information Req Detail **Statuses** Budget Information

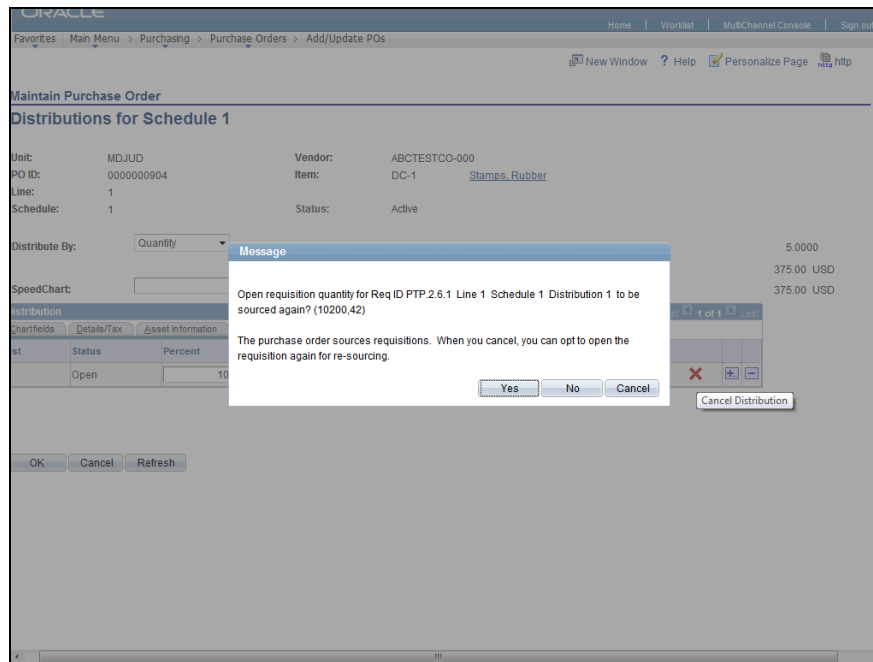
st	Status	Percent	PO Qty	Merchandise Amount	Currency	GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept
Open		100.0000	5.0000	375.00 USD		MDJUDC	C25	60183	0001	0301	B006	A0006	AY2013	

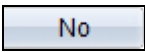

OK Cancel Refresh

Step	Action
16.	<p>The <b>Maintain Purchase Order - Distributions for Schedule 1</b> page displays.</p> <p>Click the <b>Statuses</b> tab.</p> <p></p>
17.	<p>The <b>Statuses</b> tab displays.</p> <p>Click the <b>Cancel Distribution</b> button.</p> <p></p>

# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
18.	<p>A message displays.</p> <p>Click the <b>No</b> button.</p> 
19.	<p>Click the <b>Add multiple new rows at row 1</b> button.</p> 

state.md.us needs some information

Script Prompt:  
Enter number of rows to add:

OK Cancel

Unit: MDJUD Vendor: ABCTESTCO-000  
PO ID: 0000000904 Item: DC-1 [Stamps, Rubber](#)  
Line: 1  
Schedule: 1 Status: Active

Distribute By: Quantity Schedule Qty: 5.0000  
Merchandise Amount: 375.00 USD  
Doc. Base Amount: 375.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distribution

Chartfield	Status	Percent	Doc Tot Status	Chartfield Status	Peg Status
	Canceled	100.0000	Valid	Valid	Not Pegged

OK Cancel Refresh

Step	Action
20.	<p>The script prompt displays. Leave it defaulted at <b>1</b>. Click the <b>OK</b> button.</p> <div>OK</div>

ORACLE

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page http

### Maintain Purchase Order

#### Distributions for Schedule 1

Unit: MDJUD Vendor: ABCTESTCO-000  
PO ID: 0000000904 Item: DC-1 [Stamps, Rubber](#)  
Line: 1  
Schedule: 1 Status: Active

Distribute By: Quantity Schedule Qty: 5.0000  
Merchandise Amount: 375.00 USD  
Doc. Base Amount: 375.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distribution


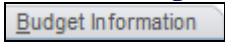
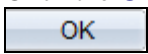
Chartfield	Status	Percent	Doc Tot Status	Chartfield Status	Peg Status
	Canceled	100.0000	Valid	Valid	Not Pegged
	Open	100.0000		Valid	Not Pegged

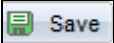

OK Cancel Refresh

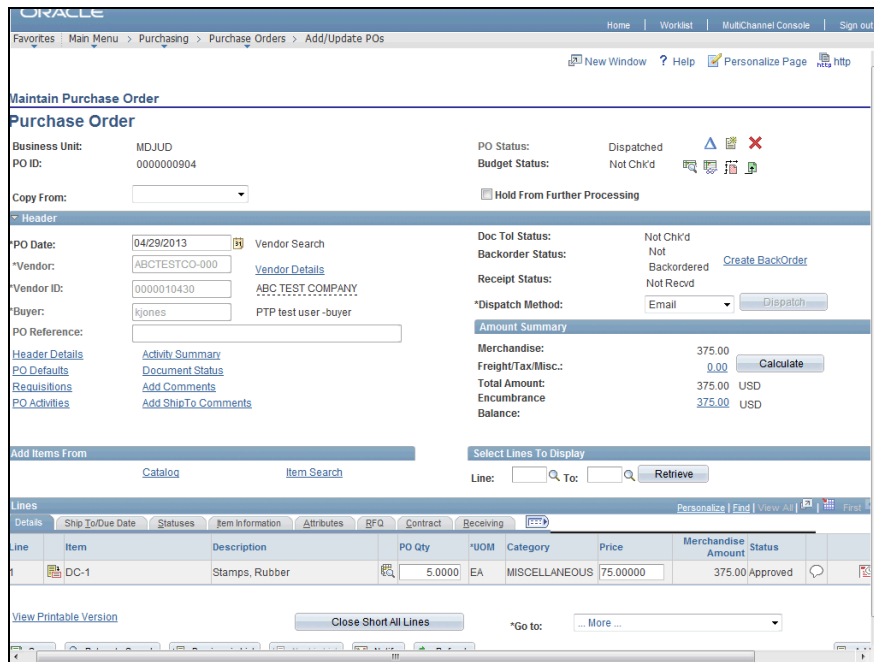
# Training Guide


## Performing Period-End Reconciliation and Closing



Step	Action
21.	Click the <b>Chartfields</b> tab. 
22.	The <b>Chartfields</b> tab displays.  Enter the desired information into the <b>Batch Agy</b> field. Enter " <b>C25</b> ". You can then continue carrying down the same chartfield values from the original distribution line, into the new line.  <b>NOTE:</b> Do NOT carry over the <b>Approp Year</b> value.
23.	Click the <b>Budget Information</b> tab. 
24.	The <b>Budget Information</b> tab displays.  Enter the desired information into the <b>Budg Dt</b> field. Enter " <b>7/01/2013</b> ". You may need to erase the date currently in the field. This value will set the <b>Fiscal Year (Budget Year)</b> on the PO.
25.	Click the <b>OK</b> button. 

Step	Action
26.	<p>The <b>Maintain Purchase Order - Schedule</b> page displays.</p> <p>Click the <b>Save</b> button.</p> 
27.	<p>Click the <b>Return to Main Page</b> link.</p> 



Step	Action
28.	<p>The <b>Maintain Purchase Order - Purchase Order</b> page displays.</p> <p>Notice the <b>Budget Status</b> reads "<b>Not Chk'd</b>" and the <b>PO Status</b> reads "<b>Dispatched</b>".</p> <p>Click the <b>Budget Check</b> button.</p> 

# Training Guide

## Performing Period-End Reconciliation and Closing



Oracle E-Business Suite - Maintain Purchase Order

Business Unit: MDJUD PO ID: 0000000904 PO Status: Dispatched Budget Status: Valid

Copy From: [Dropdown] Hold From Further Processing

\*PO Date: 04/29/2013 Vendor Search \*Vendor: ABCTESTCO-000 Vendor Details \*Vendor ID: 0000010430 ABC TEST COMPANY \*Buyer: kjones PTP test user - buyer PO Reference: [Text Box]

Doc Tol Status: Valid Backorder Status: Not Backordered Create BackOrder Receipt Status: Not Recvd \*Dispatch Method: Email Dispatch

Amount Summary: Merchandise: 375.00 Freight/Tax/Misc.: 0.00 Calculate Total Amount: 375.00 USD Encumbrance: 375.00 USD Balance:

Add Items From: Catalog Item Search Select Lines To Display: Line: [Text Box] To: [Text Box] Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	DC-1	Stamps, Rubber	5.0000	EA	MISCELLANEOUS	75.00000	375.00	Approved

View Printable Version Close Short All Lines \*Go to: [Dropdown]

Save Return to Search Notify Refresh

Step	Action
29.	The <b>Budget Status</b> passed checking and is now " <b>Valid</b> ". The <b>PO Status</b> should stay unchanged.
30.	<p>You have successfully completed the <i>Manually Rolling encumberable POs into the Next Appropriation Year</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Manually roll over an encumberable PO</li> </ul> <p><b>End of Procedure.</b></p>

## Lesson 2: Closing the Commitment Control Budget

### Lesson Overview

This lesson will discuss the process of closing the commitment control budget

### Lesson Objectives

After completing this lesson, you will be familiar with:

- Closing the commitment control budget

### 2.1 Closing the Commitment Control Budget


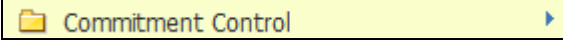
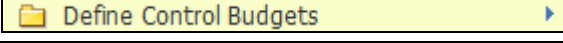
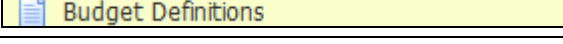

In this topic, you will use Commitment Control to close the budget. The Budget close will be an annual process.

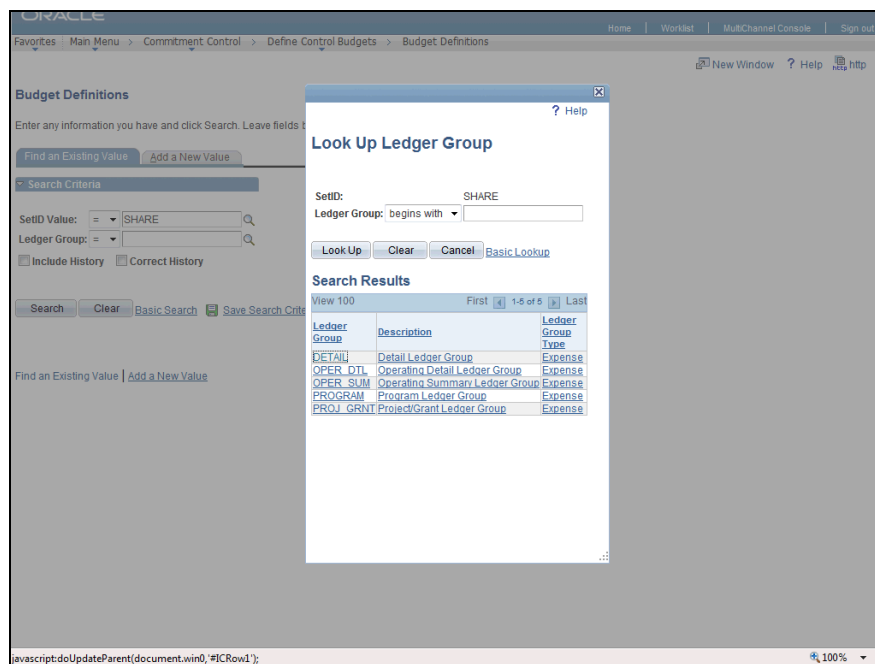
After completing this topic, you will have learned how to:

- Close budgets for the fiscal year

### Procedure



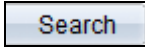
In this topic, you will close a commitment control budget.

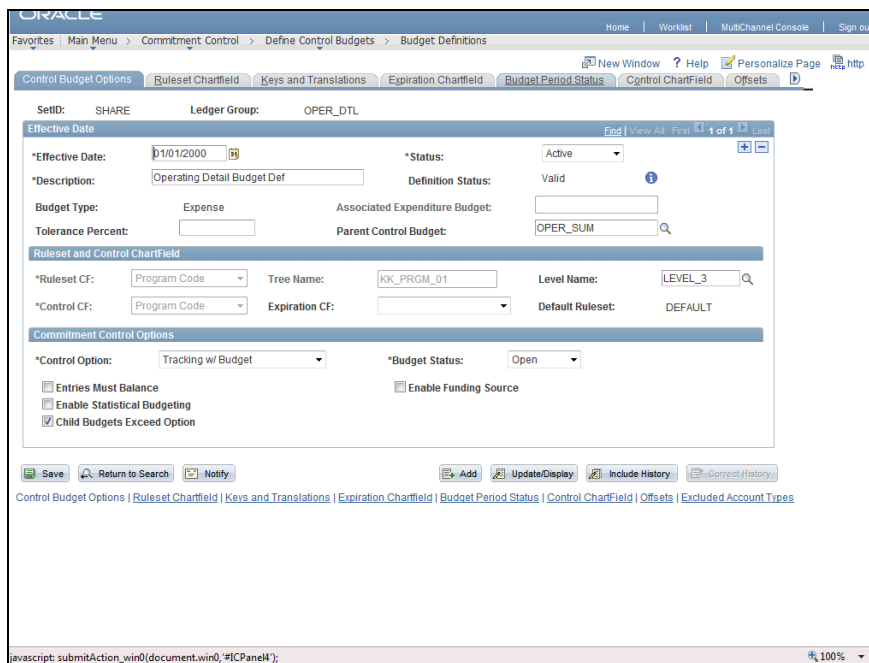
Step	Action
1.	Navigate to the <b>Control Budget Options</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Commitment Control</b> menu. 
3.	Click the <b>Define Control Budgets</b> menu. 
4.	Click the <b>Budget Definitions</b> menu. 
5.	The <b>Budget Definitions</b> search page displays.  Click the <b>Look up Ledger Group (Alt+5)</b> button. 

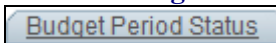


# Training Guide

## Performing Period-End Reconciliation and Closing

Step	Action
6.	The <b>Look Up Ledger Group</b> window displays.  Click the <b>OPER_DTL</b> link. 
7.	Click the <b>Correct History</b> option. 
8.	Click the <b>Search</b> button. 



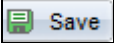


Step	Action
9.	The <b>Control Budget Options</b> page displays.  Click the <b>Budget Period Status</b> tab. 



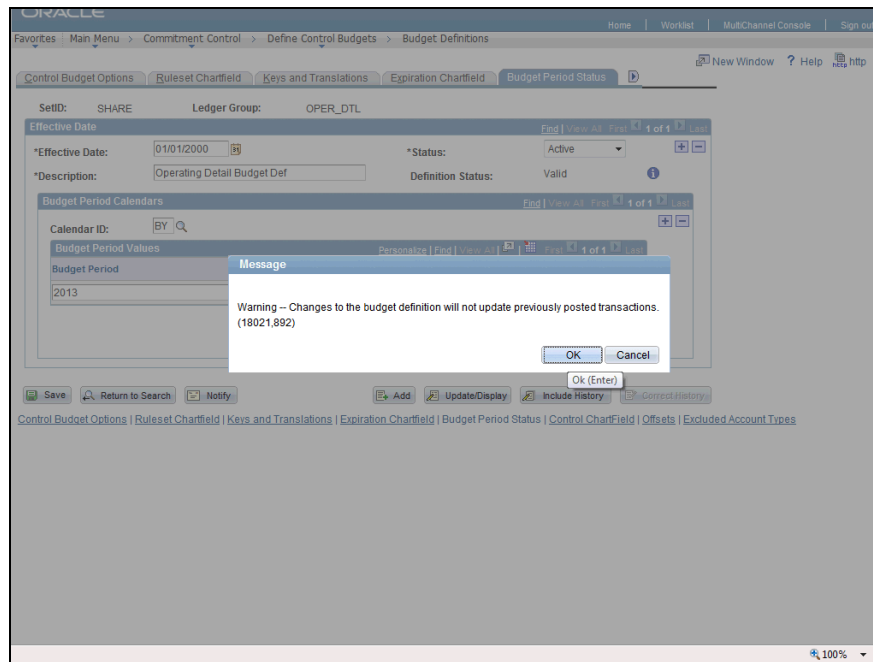



Oracle Budget Period Status tab. Fields include SetID: SHARE, Ledger Group: OPER\_DTL, Effective Date: 01/01/2000, Status: Active, Definition Status: Valid. Budget Period Values table shows 2013 with Open status. Buttons at bottom: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History.

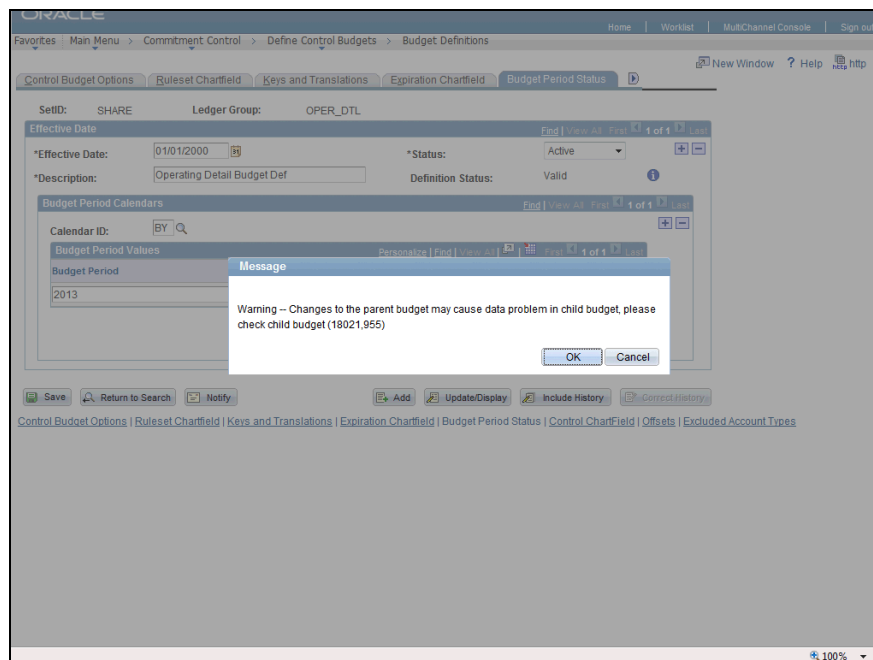
Step	Action
10.	The <b>Budget Period Status</b> tab displays.  Click the <b>Budget Status</b> list. 
11.	Click the <b>Closed</b> list item. 
12.	Click the <b>Save</b> button. 

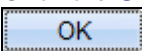
# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
13.	<p><b><u>NOTE:</u></b> This is just an informational warning.</p> <p>Click the <b>OK</b> button.</p> 



Step	Action
14.	<p><b><u>NOTE:</u></b> This is just an informational warning.</p> <p>Click the <b>OK</b> button.</p> 
15.	The Budget is <i>closed</i> .
16.	<p>You have successfully completed the <i>Closing a Commitment Control Budget</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Close a commitment control budget</li> </ul> <p><b>End of Procedure.</b></p>

## Lesson 3: Processing GL Year End Close

### Lesson Overview

This lesson deals with the opening and closing of the GL year end close. In GEARS, all other modules must be closed prior to closing the General Ledger.

### Lesson Objectives

After completing this lesson, you will be familiar with:

- Opening the Adjustment Period for GL
- Opening Regular Accounting Period for All Modules
- Closing the Regular Accounting Period for All Modules Except GL
- Posting a journal to an adjustment period
- Closing Period 998
- Closing Period 12 (GL)

### 3.1 Opening the Adjustment Period for GL

In GEARS, accounting periods are opened by module. For example, an accounting period could be open for General Ledger transactions and closed for Accounts Payable transactions. Generally, accounting periods represent a month within the fiscal year so that there are periods 12 periods for the year. An Adjustment Period (998) serves as the equivalent of a "13th Period". When entering a General Ledger journal, you can choose to post journals in either a regular period or an adjustment period.

In this topic, you will open the 998 adjustment accounting period for General Ledger.

After completing this topic, you will be able to:

- Verify that the 998 adjustment accounting period is open for General Ledger.

### Procedure

In this topic, you will open the 998 adjustment accounting period for General Ledger.

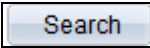
# Training Guide

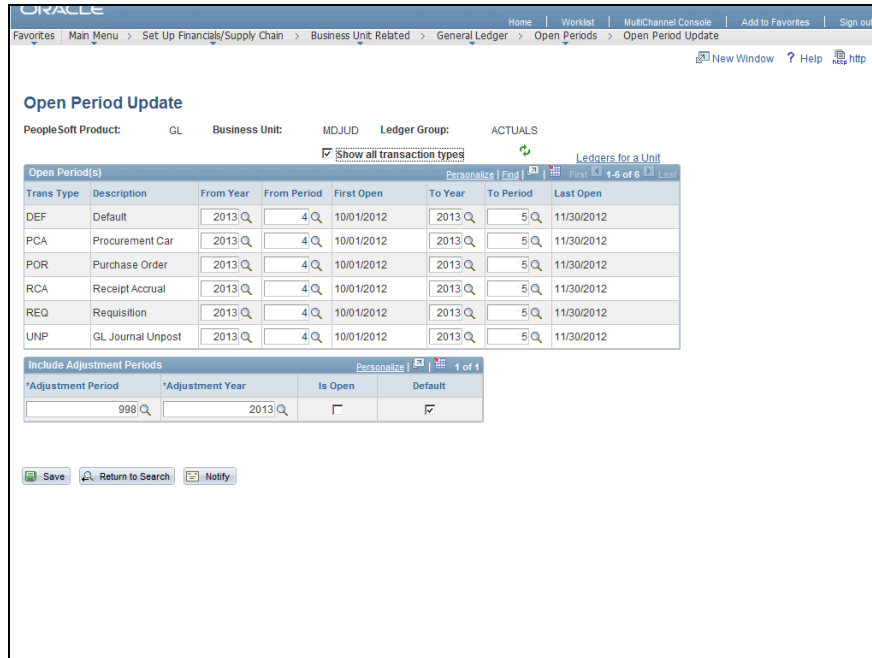
## Performing Period-End Reconciliation and Closing



Step	Action
1.	Navigate to the <b>Open Period Update</b> page.  Click the <b>Set Up Financials/Supply Chain</b> menu link. <a href="#">▶ Set Up Financials/Supply Chain</a>
2.	Click the <b>Business Unit Related</b> link. <a href="#">Business Unit Related</a>
3.	Click the <b>General Ledger</b> link. <a href="#">General Ledger</a>
4.	Click the <b>Open Periods</b> link. <a href="#">Open Periods</a>
5.	Click the <b>Open Period Update</b> link. <a href="#">Open Period Update</a>

Step	Action
6.	The <b>Open Period Update</b> search page displays.  Enter the desired information into the <b>PeoplSoft Product</b> field. Enter " <b>GL</b> ".
7.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>MDJUD</b> ".
8.	Enter the desired information into the <b>Ledger Group</b> field. Enter " <b>Actuals</b> ".

Step	Action
9.	Click the <b>Search</b> button. 



**Open Period Update**

PeopleSoft Product: GL Business Unit: MDJUD Ledger Group: ACTUALS


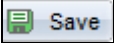
☒ Show all transaction types

Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2013	4	10/01/2012	2013	5	11/30/2012
PCA	Procurement Car	2013	4	10/01/2012	2013	5	11/30/2012
POR	Purchase Order	2013	4	10/01/2012	2013	5	11/30/2012
RCA	Receipt Accrual	2013	4	10/01/2012	2013	5	11/30/2012
REQ	Requisition	2013	4	10/01/2012	2013	5	11/30/2012
UNP	GL Journal Unpost	2013	4	10/01/2012	2013	5	11/30/2012

**Include Adjustment Periods**

*Adjustment Period	*Adjustment Year	Is Open	Default
998	2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Return to Search Notify

Step	Action
10.	The <b>Open Period Update</b> page displays.  In the <b>Include Adjustment Periods</b> section, click the <b>Is Open</b> option. Doing this will open the specified Adjustment Period for the specified year. 
11.	Once you have learned how to open the Adjustment Period for GL, you can repeat the process for other modules.  Click the <b>Save</b> button. 
12.	You have successfully completed the <i>Verifying Open Adjustment Period for GL</i> topic.  You have learned how to: - Open an adjustment period <b>End of Procedure.</b>

## Training Guide

### Performing Period-End Reconciliation and Closing



### 3.2 Opening Regular Accounting Period for All Modules






The GEARS system has a **Mass Update** capability, which allows you to open or close regular accounting periods en mass. In this script, you will open the regular accounting period for General Ledger and the other modules.

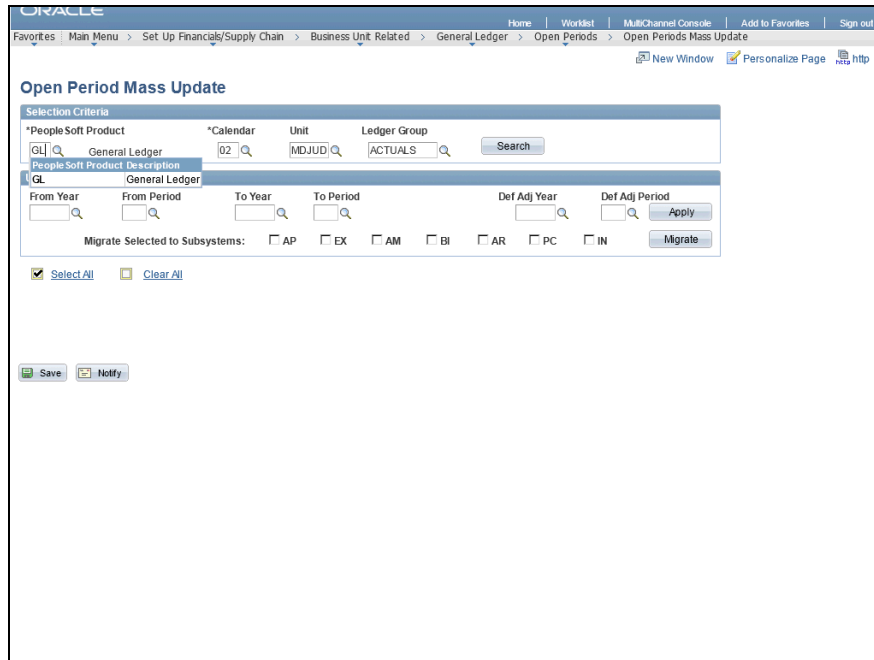
After completing this topic, you will be able to:

- Open the regular accounting period for all modules

#### Procedure

In this topic, you will open the regular accounting period for all GEARS modules, via mass update.

Step	Action
1.	Navigate to the <b>Open Period Mass Update</b> page.  Click the <b>Set Up Financials/Supply Chain</b> link. 
2.	Click the <b>Business Unit Related</b> link. 
3.	Click the <b>General Ledger</b> link. 
4.	Click the <b>Open Periods</b> link. 
5.	Click the <b>Open Periods Mass Update</b> link. 



**Open Period Mass Update**

**Selection Criteria**

\*PeopleSoft Product:   General Ledger

\*Calendar:

Unit:

Ledger Group:

PeopleSoft Product Description:

From Year:

From Period:

To Year:

To Period:

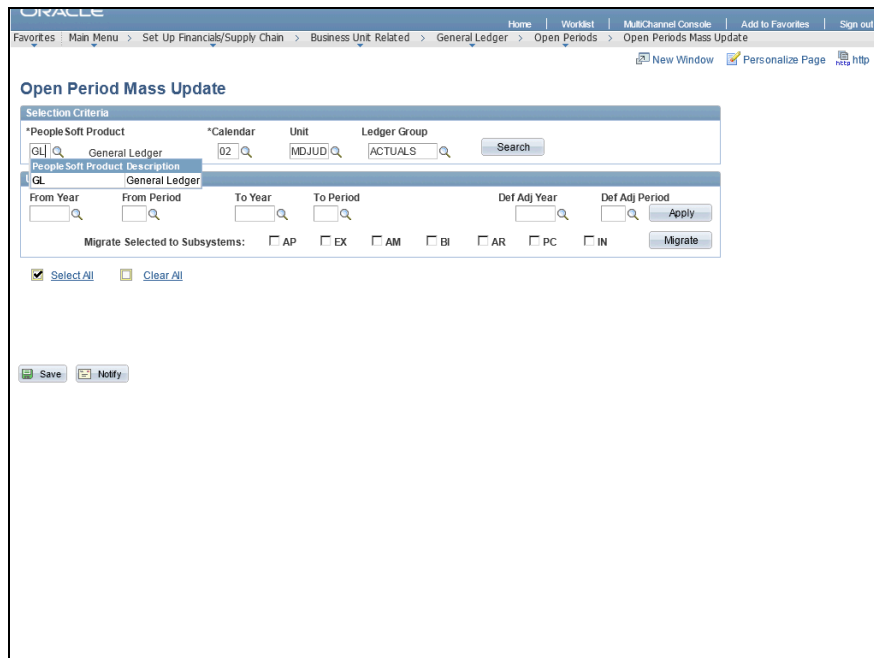
Def Adj Year:

Def Adj Period:

Migrate Selected to Subsystems: ☐ AP ☐ EX ☐ AM ☐ BI ☐ AR ☐ PC ☐ IN

☒ Select All ☐ Clear All

Step	Action
6.	<p>The <b>Open Period Mass Update</b> page displays.</p> <p>Be sure the <b>Selection Criteria</b> is filled in correctly.</p>



**Open Period Mass Update**

**Selection Criteria**

\*PeopleSoft Product:   General Ledger

\*Calendar:

Unit:

Ledger Group:

PeopleSoft Product Description:

From Year:

From Period:

To Year:

To Period:

Def Adj Year:

Def Adj Period:














Migrate Selected to Subsystems: ☐ AP ☐ EX ☐ AM ☐ BI ☐ AR ☐ PC ☐ IN

☒ Select All ☐ Clear All

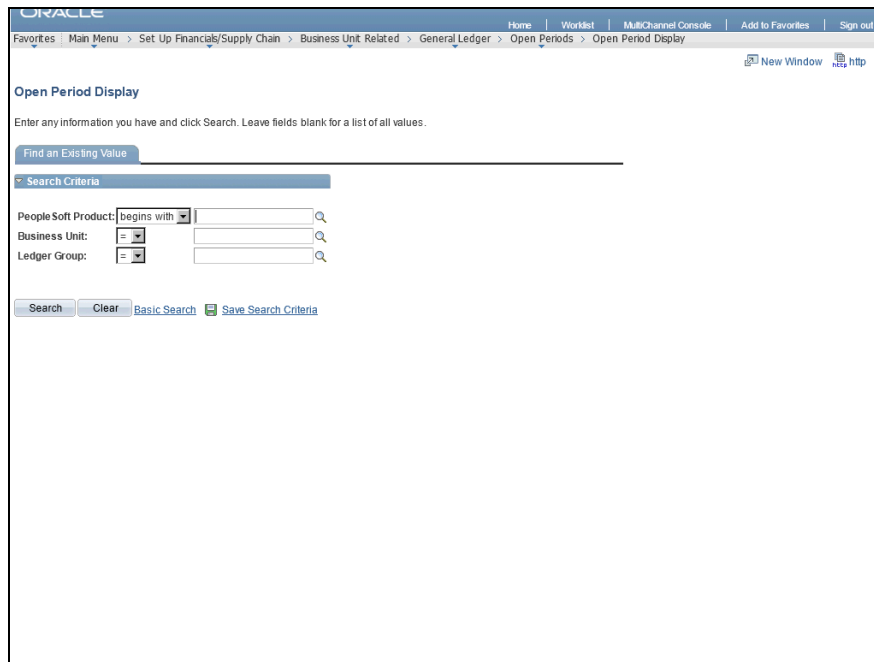
# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
7.	Click the <b>Search</b> button. 
8.	Enter the desired information into the <b>From Year</b> field. Enter " <b>2011</b> ".
9.	Enter the desired information into the <b>From Period</b> field. Enter " <b>12</b> ".
10.	Enter the desired information into the <b>To Year</b> field. Enter " <b>2013</b> ".
11.	Enter the desired information into the <b>To Period</b> field. Enter " <b>10</b> ".
12.	Click the <b>Select All</b> link. 
13.	Click the <b>Apply</b> button. 
14.	Click the <b>AP</b> option. 
15.	Click the <b>AM</b> option. 
16.	Click the <b>BI</b> option. 
17.	Click the <b>AR</b> option. 
18.	Click the <b>PC</b> option. 
19.	Click the <b>IN</b> option. 
20.	Click the <b>Migrate</b> button. 
21.	Click the <b>Save</b> button. 
22.	You will now verify that the modules you have selected are open.  Click the <b>Open Periods</b> button. 
23.	Click the <b>Open Period Display</b> menu. 





**Open Period Display**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


**Search Criteria**

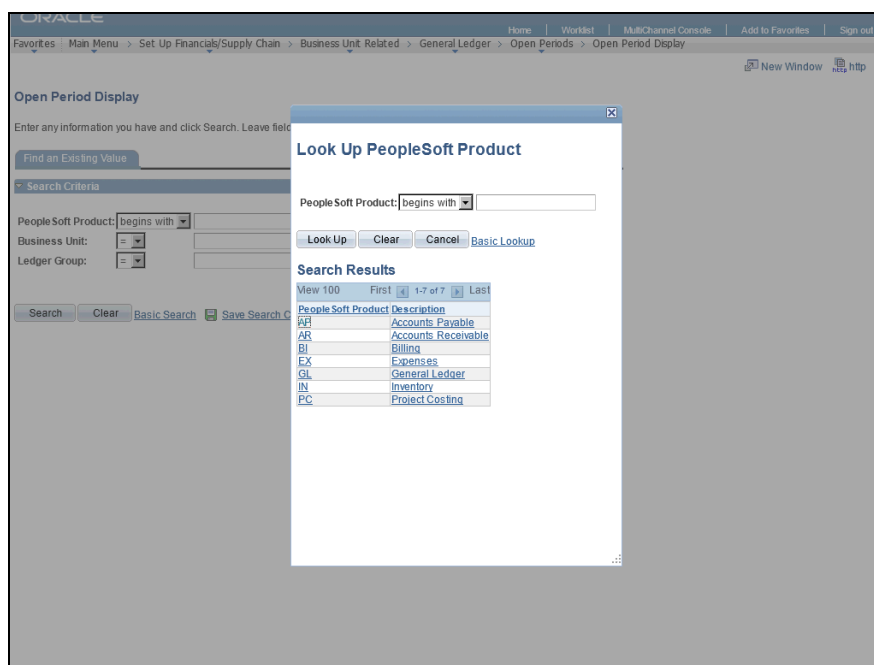
PeopleSoft Product: begins with

Business Unit: =

Ledger Group: =

Search Clear Basic Search Save Search Criteria

Step	Action
24.	<p>The <b>Open Period Display</b> page displays.</p> <p>Click the <b>Look up PeopleSoft Product (Alt+5)</b> button.</p> 



**Open Period Display**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

PeopleSoft Product: begins with

Business Unit: =

Ledger Group: =

Search Clear Basic Search Save Search Criteria

**Look Up PeopleSoft Product**

PeopleSoft Product: begins with

Look Up Clear Cancel Basic Lookup



**Search Results**

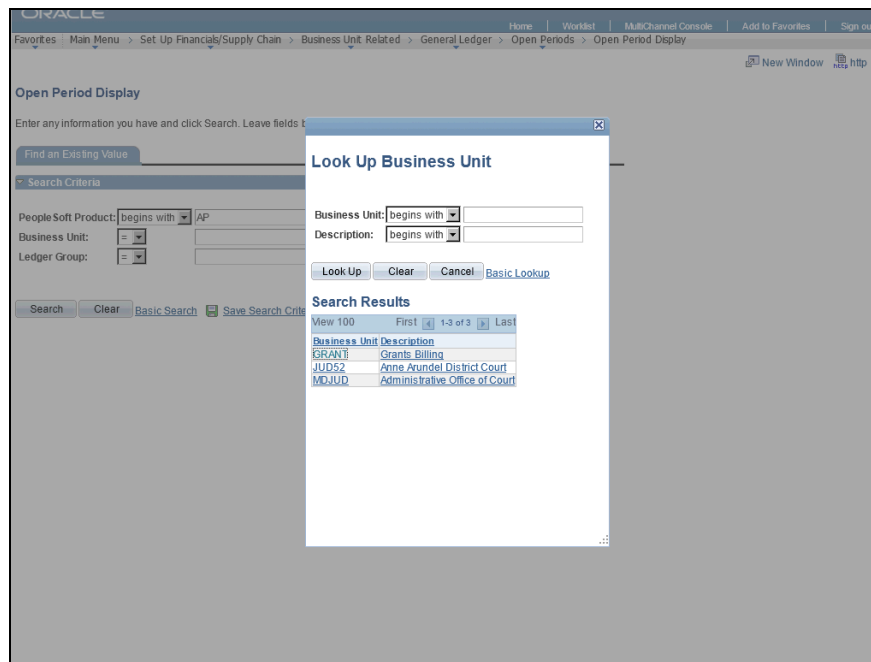
View 100 First 1-7 of 7 Last



PeopleSoft Product	Description
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

# Training Guide

## Performing Period-End Reconciliation and Closing

Step	Action
25.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>AP</b> link.</p> 
26.	<p>Click the <b>Look up Business Unit (Alt+5)</b> button.</p> 



Step	Action
27.	<p>The <b>Look Up Business Unit</b> window displays.</p> <p>Click the <b>MDJUD</b> link.</p> 
28.	<p>Click the <b>Look up Ledger Group (Alt+5)</b> button.</p> 



**Look Up Ledger Group**

Ledger Group: begins with

**Search Results**

Ledger Group	Description	Ledger Type
ACTUALS	Actuals Ledger Group	Detail
DETAIL	Detail Ledger Group	Detail
OPER_DTL	Operating Detail Ledger Group	Detail
OPER_SUM	Operating Summary Ledger Group	Detail
PROGRAM	Program Ledger Group	Detail
PROJ_GRNT	Project/Grant Ledger Group	Detail

Step	Action
29.	<p>The <b>Look up Ledger Group</b> window displays.</p> <p>Click the <b>ACTUALS</b> link.</p> <p><b>ACTUALS</b></p>
30.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

# Training Guide

## Performing Period-End Reconciliation and Closing



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financial/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display

New Window | Personalize Page | http

### Open Period Display

PeopleSoft Product: AP Business Unit: MDJUD Ledger Group: ACTUALS

☒ Show all transaction types

Open Period(s)							
From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
2011	12		0 06/01/2011	2013	10		0 04/30/2013

Personalize | Find | 1 of 1 | Last

Return to Search | Notify

Step	Action
31.	The <b>Open Period Display</b> page displays. Review the details.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financial/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display

New Window | Personalize Page | http

### Open Period Display

PeopleSoft Product: AP Business Unit: MDJUD Ledger Group: ACTUALS

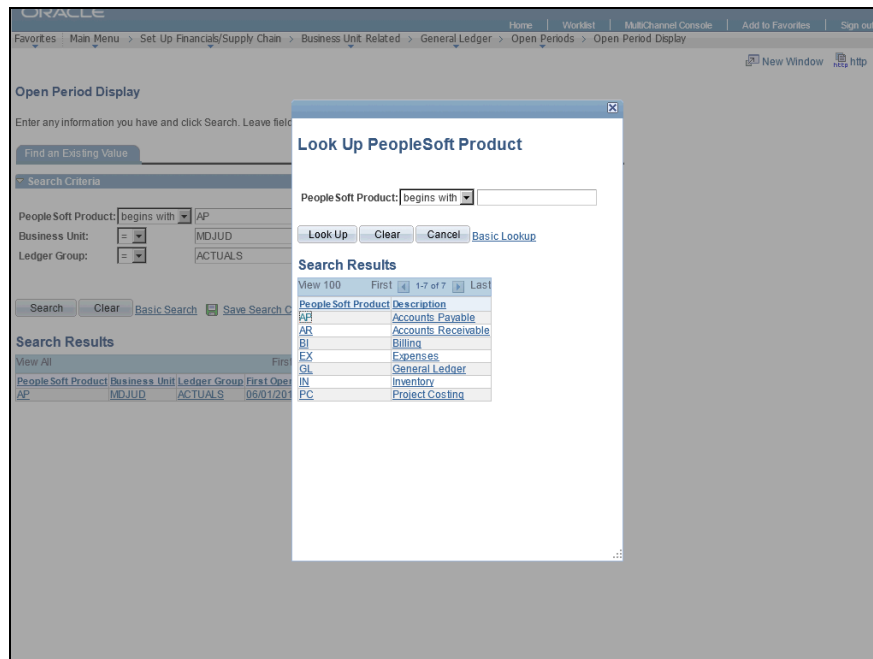
☒ Show all transaction types



Open Period(s)							
From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
2011	12		0 06/01/2011	2013	10		0 04/30/2013

Personalize | Find | 1 of 1 | Last

Return to Search | Notify


Step	Action
32.	Click the <b>Return to Search</b> button. 
33.	Click the <b>Look up PeopleSoft Product (Alt+5)</b> button. 



Step	Action
34.	The <b>Look Up PeopleSoft Product</b> window displays.  Click the <b>AR</b> link. 
35.	Click the <b>Search</b> button. 

# Training Guide

## Performing Period-End Reconciliation and Closing




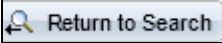

Open Period Display

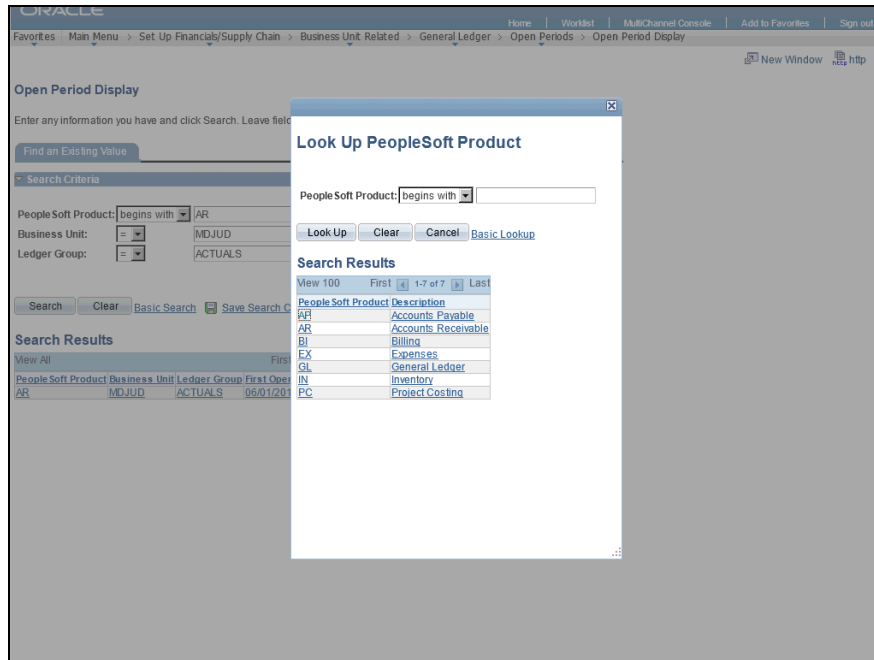
PeopleSoft Product: AR Business Unit: MDJUD Ledger Group: ACTUALS

☐ Show all transaction types

Trans Type	Description	From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
DEF	Default	2011	12	0	05/01/2011	2013	10	0	04/30/2013

[Return to Search](#) [Notify](#)

Step	Action
36.	<p>The <b>Open Period Display</b> page displays.</p> <p>Click the <b>Show all transaction types</b> option.</p> 
37.	<p>Review the details.</p> <p>Click the <b>Return to Search</b> button.</p> 
38.	<p>Click the <b>Look up PeopleSoft Product (Alt+5)</b> button.</p> 



The screenshot shows the Oracle Open Period Display window. The 'Look Up PeopleSoft Product' dialog box is open, displaying search criteria and results. The search criteria include 'PeopleSoft Product' (begins with AR), 'Business Unit' (MDJUD), and 'Ledger Group' (ACTUALS). The search results table lists various products and their descriptions.

PeopleSoft Product	Description
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

Step	Action
39.	<p>The <b>Look Up PeopleSoft Product</b> page displays.</p> <p>Click the <b>BI</b> link.</p> <p><b>BI</b></p>
40.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

# Training Guide

## Performing Period-End Reconciliation and Closing

Oracle  
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financial/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display

New Window | Personalize Page | http




### Open Period Display

PeopleSoft Product: BI Business Unit: MDJUD Ledger Group: ACTUALS

☐ Show all transaction types

Open Period(s)	From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
	2011	12		0/05/01/2011	2013	10		0/04/30/2013

Return to Search | Notify

Step	Action
41.	<p>The <b>Open Period Display</b> page displays.</p> <p>Click the <b>Show all transaction types</b> option.</p> 
42.	<p>Review the details.</p> <p>Click the <b>Return to Search</b> button.</p> 
43.	<p>Click the <b>Look up PeopleSoft Product (Alt+5)</b> button.</p> 





The screenshot shows the Oracle Open Period Display window. The 'Look Up PeopleSoft Product' dialog box is open, displaying search criteria and results. The search criteria include 'PeopleSoft Product' (begins with BI), 'Business Unit' (MDJUD), and 'Ledger Group' (ACTUALS). The search results table lists various products like Accounts Payable, Accounts Receivable, Billing, Expenses, General Ledger, Inventory, and Project Costing.

PeopleSoft Product	Description
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

Step	Action
44.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>GL</b> link.</p> <p><b>GL</b></p>
45.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

# Training Guide

## Performing Period-End Reconciliation and Closing

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financial/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display

New Window | Personalize Page | http

### Open Period Display

PeopleSoft Product: GL Business Unit: MDJUD Ledger Group: ACTUALS

☒ Show all transaction types

Open Period(s)						
Trans Type	Description	From Year	From Period	First Open	To Year	Last Open
DEF	Default	2011		12/06/01/2011	2013	10/04/30/2013
UNP	GL Journal Unpost	2011		12/06/01/2011	2013	10/04/30/2013
PCA	Procurement Car	2011		12/06/01/2011	2013	10/04/30/2013
RCA	Receipt Accrual	2011		12/06/01/2011	2013	10/04/30/2013
REQ	Requisition	2011		12/06/01/2011	2013	10/04/30/2013
POR	Purchase Order	2011		12/06/01/2011	2013	10/04/30/2013

Include Adjustment Periods			
*Adjustment Period	*Adjustment Year	Is Open	Default
998	2013	<input type="checkbox"/>	<input type="checkbox"/>

[Return to Search](#) [Notify](#)

Step	Action
46.	<p>The <b>Open Period Display</b> page displays. Review the details.</p> <p>Click the <b>Return to Search</b> button.</p> 
47.	<p>Click the <b>Look up PeopleSoft Product (Alt+5)</b> button.</p> 



The screenshot shows the Oracle Open Period Display window. A modal dialog titled "Look Up PeopleSoft Product" is open. The dialog has a "Search Criteria" section with fields for "PeopleSoft Product" (set to "begins with"), "Business Unit" (set to "MDJUD"), and "Ledger Group" (set to "ACTUALS"). Below these are "Search", "Clear", "Basic Search", and "Save Search" buttons. The "Search Results" section shows a table with columns "PeopleSoft Product" and "Description". The results are:

PeopleSoft Product	Description
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

Step	Action
48.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>IN</b> link.</p> <p><b>IN</b></p>
49.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

# Training Guide

## Performing Period-End Reconciliation and Closing

Oracle  
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
Favorites | Main Menu > Set Up Financial/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display  
New Window | Personalize Page | http

**Open Period Display**

PeopleSoft Product: IN Business Unit: MDJUD Ledger Group: ACTUALS  
☒ Show all transaction types

Open Period(s)	From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
	2011	12	0 05/01/2011	2013	10	0 04/30/2013		

Return to Search | Notify

Step	Action
50.	<p>The <b>Open Period Display</b> page displays. Review the details.</p> <p>Click the <b>Return to Search</b> button.</p> 
51.	<p>Click the <b>Look up PeopleSoft Product (Alt+5)</b> button.</p> 



The screenshot shows the Oracle Open Period Display window. The 'Look Up PeopleSoft Product' dialog box is open, displaying search criteria and results. The search criteria include 'PeopleSoft Product' (begins with IN), 'Business Unit' (MDJUD), and 'Ledger Group' (ACTUALS). The search results table lists various products, with 'PC' (Project Costing) highlighted.

PeopleSoft Product	Description
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

Step	Action
52.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>PC</b> link.</p> <p><b>PC</b></p>
53.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

# Training Guide

## Performing Period-End Reconciliation and Closing



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financial/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display

New Window | Personalize Page | http

### Open Period Display

PeopleSoft Product: PC Business Unit: MDJUD Ledger Group: ACTUALS

☒ Show all transaction types

Open Period(s)						
From Year	From Period	Begin Lag	First Open	To Year	To Period	Last Open
2011	12		0 05/01/2011	2013	10	0 04/30/2013

Personalize | Find | Page 1 of 1 | Last

Return to Search | Notify

Step	Action
54.	The <b>Open Period Display</b> page displays. Review the details.
55.	<p>You have successfully completed the <i>Opening Regular the Accounting Period for All Modules</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Open and review the regular accounting period for all GEARS modules</li> </ul> <p><b>End of Procedure.</b></p>

### 3.3 Closing the Regular Accounting Period for All Modules Except GL

An Adjustment Period (998) serves as the equivalent of a "13th Period". When entering a General Ledger journal, you can choose to post journals in either a regular period or an adjustment period.






**NOTE:** The General Ledger cannot be closed until all other modules are closed before it. In this topic, you will close the regular accounting period for all modules except for General Ledger.

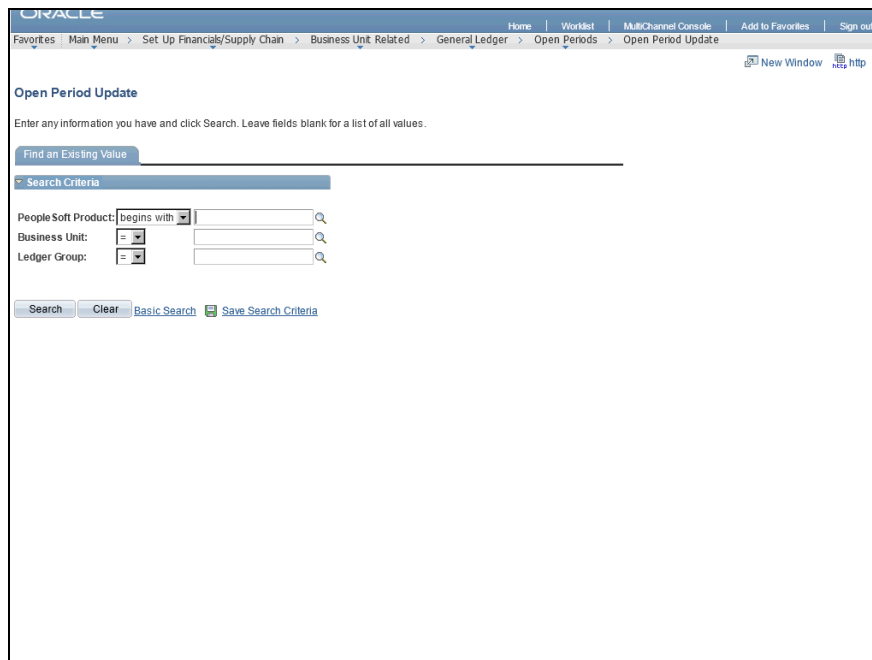
After completing this topic, you will be able to:


- Close the regular accounting period for all modules except for GL

#### Procedure

In this topic, you will close the Regular Accounting Period for all modules, except for GL.

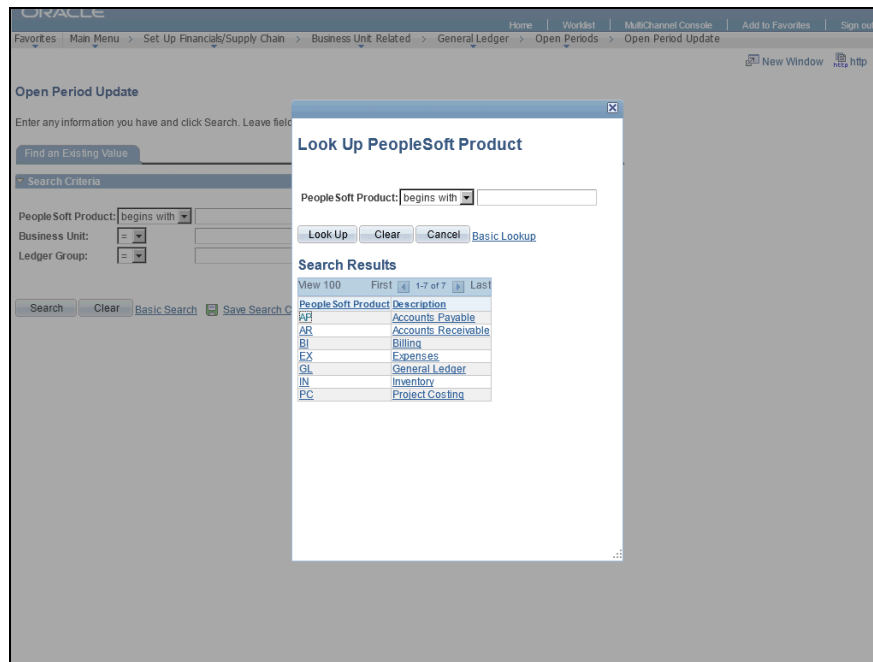
Step	Action
1.	Navigate to the <b>Open Period Update</b> page.  Click the <b>Set Up Financials/Supply Chain</b> link. 
2.	Click the <b>Business Unit Related</b> link. 
3.	Click the <b>General Ledger</b> link. 
4.	Click the <b>Open Periods</b> link. 
5.	Click the <b>Open Period Update</b> link. 





Step	Action
6.	The <b>Open Period Update</b> search page displays.  Click the <b>Look up PeopleSoft Product (Alt+5)</b> button. 

# Training Guide

## Performing Period-End Reconciliation and Closing




Step	Action
7.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>AP</b> link.</p> 
8.	<p>Click the <b>Look up Business Unit (Alt+5)</b> button.</p> 





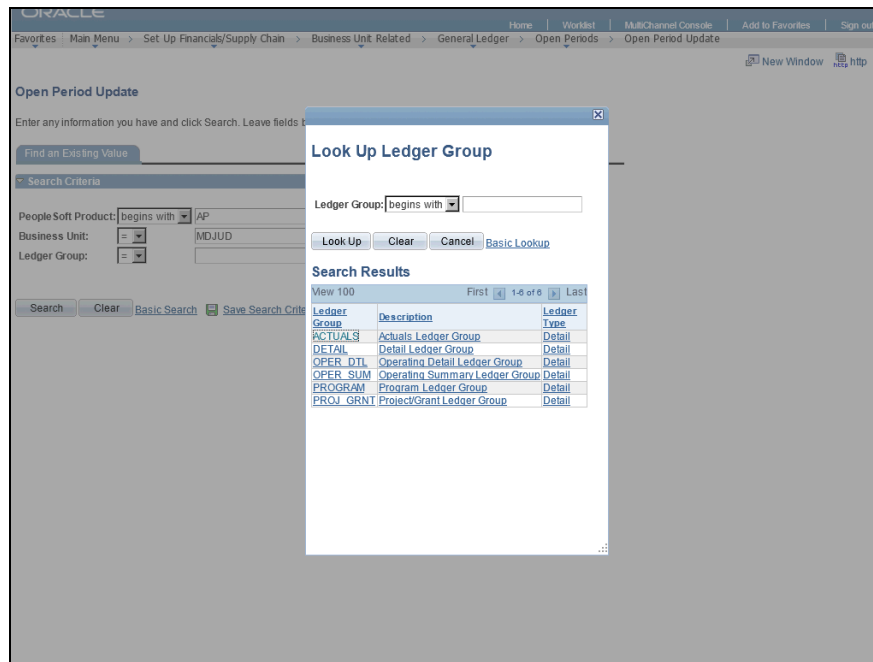
The screenshot shows the Oracle Open Period Update window. The 'Look Up Business Unit' dialog box is open, displaying search criteria and results. The search criteria include 'PeopleSoft Product' (beginning with 'AP'), 'Business Unit' (beginning with ' '), and 'Ledger Group' (beginning with ' '). The search results table lists three entries: 'GRAN1' (Grants Billing), 'JUD52' (Anne Arundel District Court), and 'MDJUD' (Administrative Office of Court). The 'MDJUD' entry is highlighted.

Business Unit	Description
GRAN1	Grants Billing
JUD52	Anne Arundel District Court
MDJUD	Administrative Office of Court

Step	Action
9.	The <b>Look Up Business Unit</b> window displays.  Click the <b>MDJUD</b> link. <b>MDJUD</b>
10.	Click the <b>Look up Ledger Group</b> button. 

# Training Guide

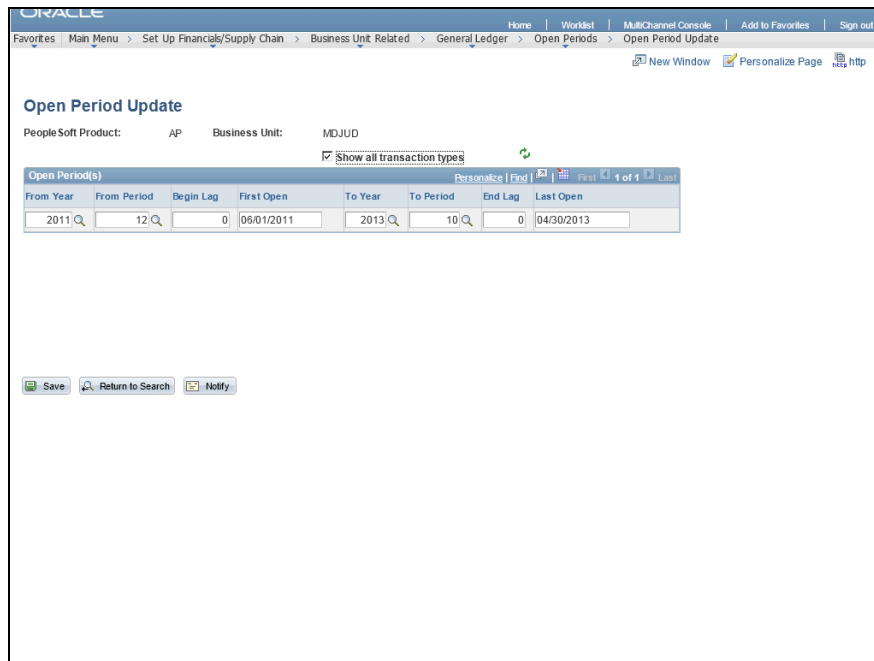
## Performing Period-End Reconciliation and Closing



The screenshot shows the Oracle Open Period Update window. A 'Look Up Ledger Group' dialog box is open in the foreground. The dialog box has a 'Ledger Group' dropdown set to 'begins with'. Below this are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. A 'Search Results' section displays a table with 6 rows of ledger groups. The first row, 'ACTUALS', is highlighted. The background window shows search criteria for 'PeopleSoft Product' (AP), 'Business Unit' (MDJUD), and 'Ledger Group'.

Ledger Group	Description	Ledger Type
ACTUALS	Actuals Ledger Group	Detail
DETAIL	Detail Ledger Group	Detail
OPER_DTL	Operating Detail Ledger Group	Detail
OPER_SUM	Operating Summary Ledger Group	Detail
PROGRAM	Program Ledger Group	Detail
PROJ_GRNT	Project/Grant Ledger Group	Detail

Step	Action
11.	<p>The <b>Look Up Ledger Group</b> window displays.</p> <p>Click the <b>ACTUALS</b> link.</p> <p><b>ACTUALS</b></p>
12.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>




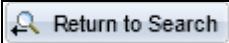

Open Period Update

PeopleSoft Product: AP Business Unit: MDJUD

☒ Show all transaction types

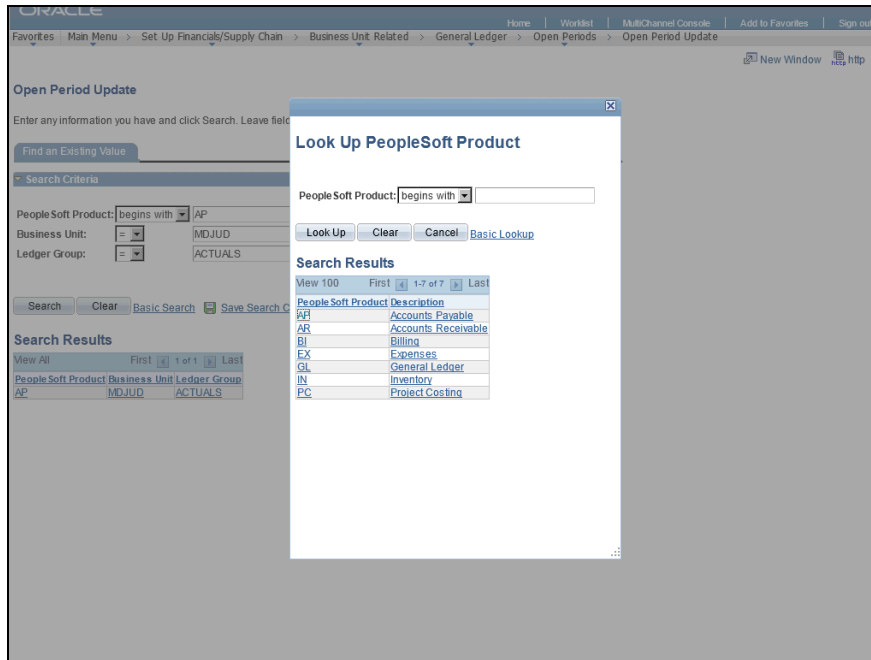
From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
2011	12	0	06/01/2011	2013	10	0	04/30/2013

Save Return to Search Notify

Step	Action
13.	<p>The <b>Open Period Update</b> page displays. To close an Open Period, simply change the <b>From Year</b> and <b>From Period</b> fields to appropriate values that do not include the period you wish to close.</p> <p>Enter the desired information into the <b>From Year</b> field. Enter "2012".</p>
14.	<p>Enter the desired information into the <b>From Period</b> field. Enter "1".</p>
15.	<p>Click the <b>Save</b> button.</p> 
16.	<p>Click the <b>Return to Search</b> button.</p> 
17.	<p>The <b>Open Period Update</b> search page displays.</p> <p>Click the <b>Look up PeopleSoft Product (Alt+5)</b> button.</p> 

# Training Guide

## Performing Period-End Reconciliation and Closing

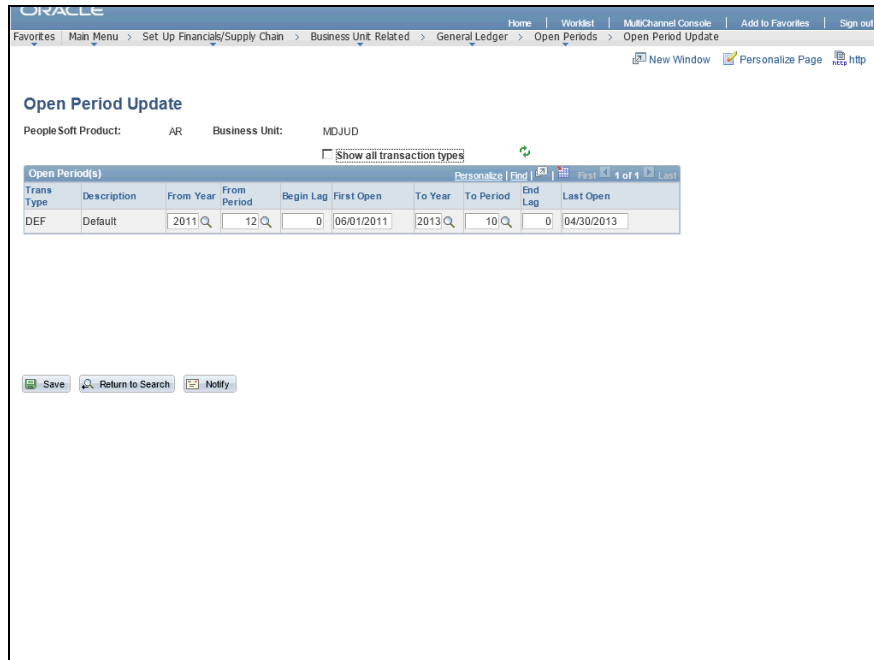


The screenshot shows the Oracle Open Period Update window. A modal dialog box titled "Look Up PeopleSoft Product" is open in the center. The dialog has a search criteria section with a dropdown menu set to "begins with" and a text input field. Below this are "Look Up", "Clear", and "Cancel" buttons, along with a "Basic Lookup" link. The "Search Results" section displays a table with two columns: "PeopleSoft Product" and "Description". The table contains the following data:

PeopleSoft Product	Description
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

In the background, the "Open Period Update" window is visible, showing search criteria for "PeopleSoft Product" (beginning with "AP"), "Business Unit" (MDJUD), and "Ledger Group" (ACTUALS). It also has "Search", "Clear", "Basic Search", and "Save Search" buttons.

Step	Action
18.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>AR</b> link.</p> <p><b>AR</b></p>
19.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

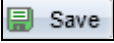



Oracle  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 Favorites | Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update  
 New Window | Personalize Page | http

**Open Period Update**  
 PeopleSoft Product: AR Business Unit: MDJUD  
☐ Show all transaction types

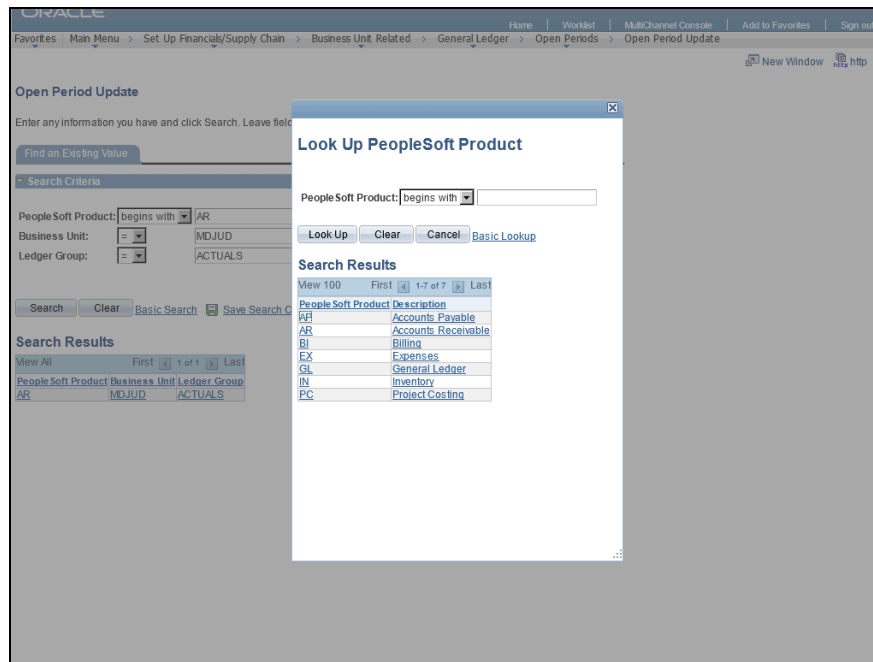
Trans Type	Description	From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
DEF	Default	2011	12	0	05/01/2011	2013	10	0	04/30/2013

Save Return to Search Notify

Step	Action
20.	The <b>Open Period Update</b> page displays. Enter the desired information into the <b>From Year</b> field. Enter "2012".
21.	Enter the desired information into the <b>From Period</b> field. Enter "1".
22.	Click the <b>Save</b> button. 
23.	The <b>Open Period Update</b> search page displays.  Click the <b>Look up PeopleSoft Product (Alt+5)</b> button. 

# Training Guide

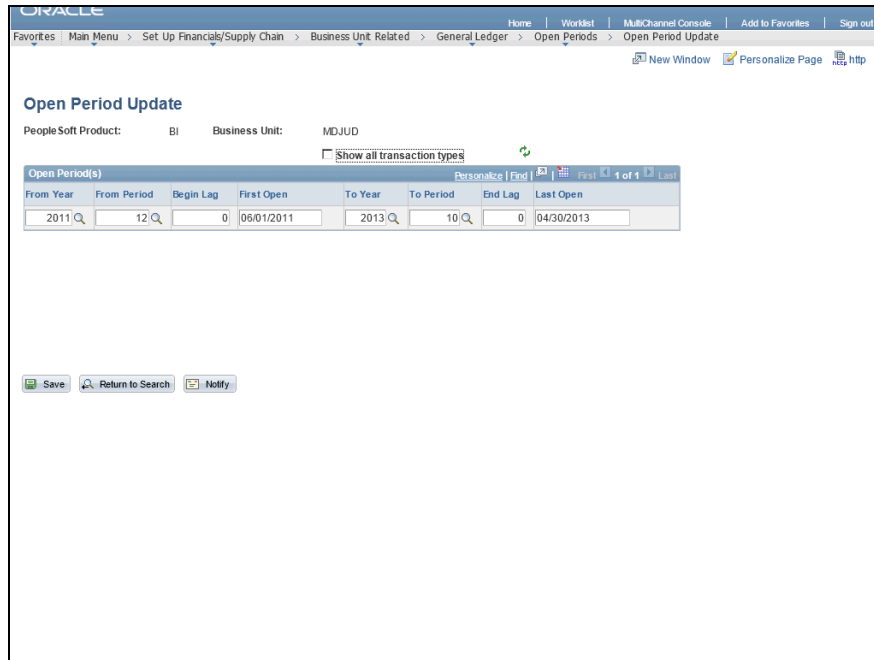
## Performing Period-End Reconciliation and Closing



The screenshot shows the Oracle Open Period Update window. The 'Look Up PeopleSoft Product' dialog box is open, displaying search criteria and results. The search criteria include 'PeopleSoft Product' (begins with AR), 'Business Unit' (MDJUD), and 'Ledger Group' (ACTUALS). The search results table lists the following items:

PeopleSoft Product	Description
AR	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

Step	Action
24.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>BI</b> link.</p> <p><b>BI</b></p>
25.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>



Oracle  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 Favorites | Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update  
 New Window | Personalize Page | http




### Open Period Update

PeopleSoft Product: BI      Business Unit: MDJUD

☐ Show all transaction types

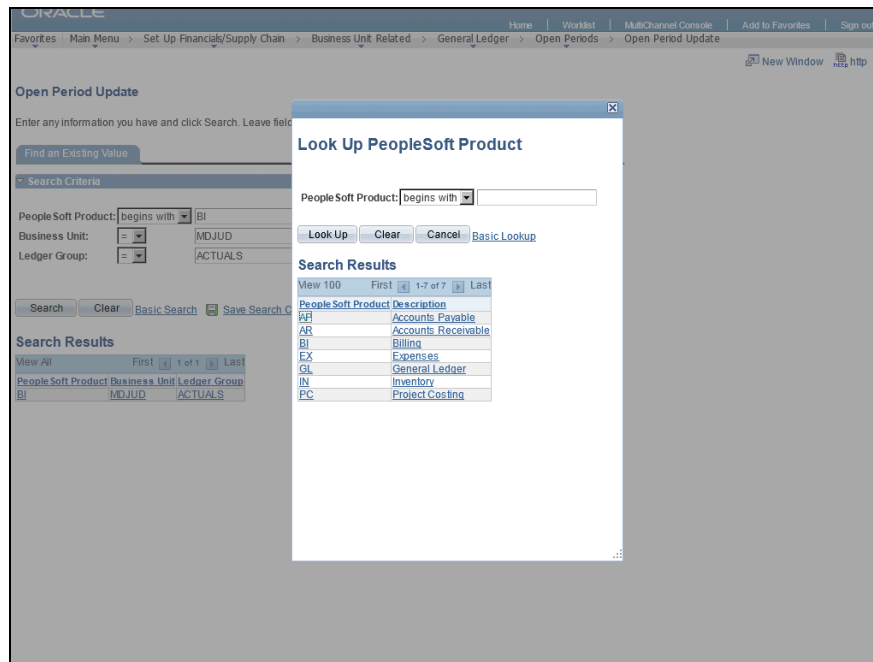
From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
2011	12	0	06/01/2011	2013	10	0	04/30/2013

Save    Return to Search    Notify

Step	Action
26.	The <b>Open Period Update</b> page displays.  Enter the desired information into the <b>From Year</b> field. Enter " <b>2012</b> ".
27.	Enter the desired information into the <b>From Period</b> field. Enter " <b>1</b> ".
28.	Click the <b>Save</b> button. 
29.	Click the <b>Return to Search</b> button. 
30.	The <b>Open Period Update</b> search page displays.  Click the <b>Look up PeopleSoft Product (Alt+5)</b> button. 

# Training Guide

## Performing Period-End Reconciliation and Closing

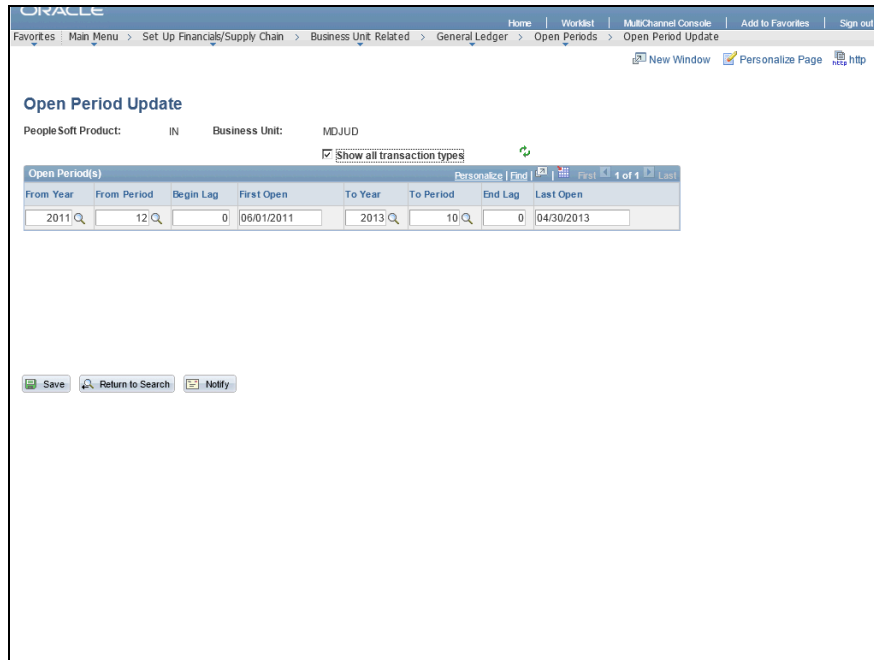


The screenshot shows the Oracle Open Period Update window. The 'Look Up PeopleSoft Product' dialog box is open, displaying search criteria and results. The search criteria include 'PeopleSoft Product' (begins with BI), 'Business Unit' (MDJUD), and 'Ledger Group' (ACTUALS). The search results table lists the following items:

PeopleSoft Product	Description
AFI	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

Step	Action
31.	<p>The <b>Look Up PeopleSoft Product</b> page displays.</p> <p>Click the <b>IN</b> link.</p> <p><b>IN</b></p>
32.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>





Oracle  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 Favorites | Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update  
 New Window | Personalize Page | http

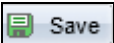
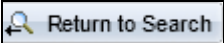

**Open Period Update**

PeopleSoft Product: IN Business Unit: MDJUD

☒ Show all transaction types

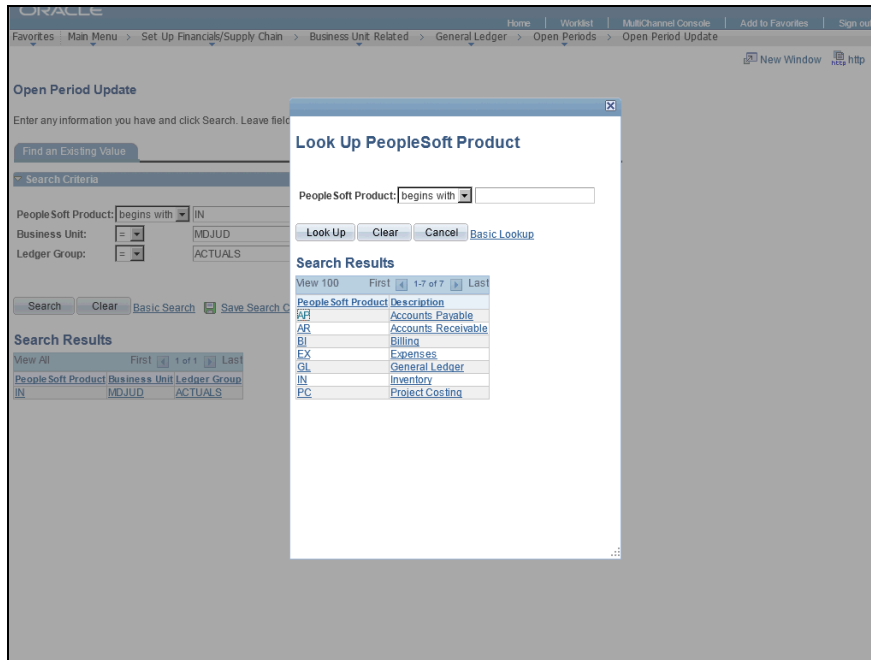
From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
2011	12	0	06/01/2011	2013	10	0	04/30/2013

Save Return to Search Notify

Step	Action
33.	The <b>Open Period Update</b> page displays. Enter the desired information into the <b>From Year</b> field. Enter "2012".
34.	Enter the desired information into the <b>From Period</b> field. Enter "1".
35.	Click the <b>Save</b> button. 
36.	Click the <b>Return to Search</b> button. 
37.	The <b>Open Period Update</b> search page displays.  Click the <b>Look up PeopleSoft Product (Alt+5)</b> button. 

# Training Guide

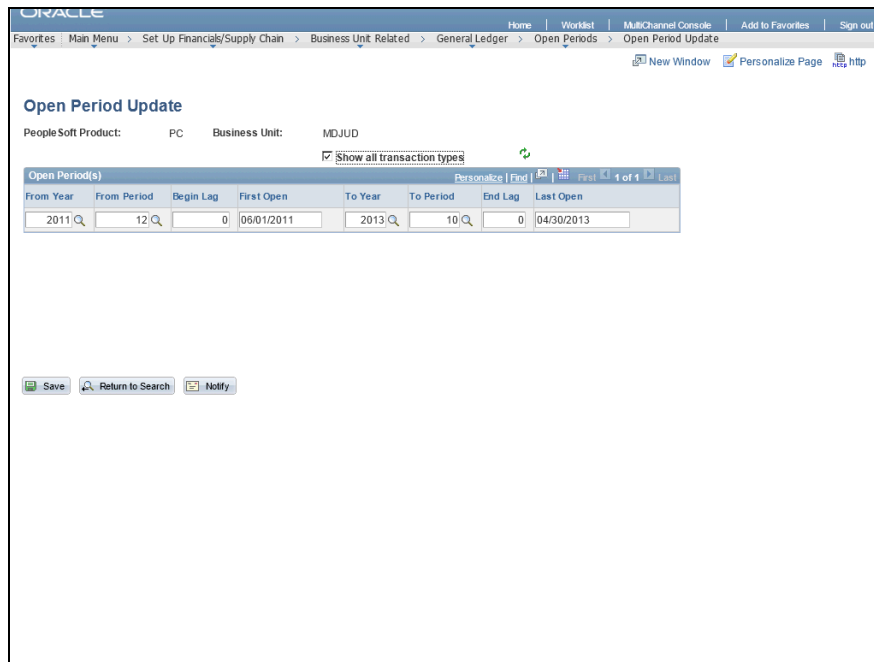
## Performing Period-End Reconciliation and Closing



The screenshot shows the Oracle Open Period Update window. A modal dialog titled "Look Up PeopleSoft Product" is open. The dialog has a "Search Criteria" section with fields for "PeopleSoft Product" (set to "begins with"), "Business Unit" (set to "MDJUD"), and "Ledger Group" (set to "ACTUALS"). Below this is a "Search" button. The "Search Results" section displays a table with two columns: "PeopleSoft Product" and "Description". The results are as follows:

PeopleSoft Product	Description
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
EX	Expenses
GL	General Ledger
IN	Inventory
PC	Project Costing

Step	Action
38.	<p>The <b>Look Up PeopleSoft Product</b> page displays.</p> <p>Click the <b>PC</b> link.</p> <p><b>PC</b></p>
39.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

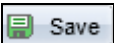


ORACLE  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 Favorites | Main Menu | Set Up Financial/Supply Chain | Business Unit Related | General Ledger | Open Periods | Open Period Update  
 New Window | Personalize Page | http

**Open Period Update**  
 PeopleSoft Product: PC Business Unit: MDJUD  
☒ Show all transaction types

Open Period(s)	From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
	2011	12	0	06/01/2011	2013	10	0	04/30/2013

Save Return to Search Notify

Step	Action
40.	The <b>Open Period Update</b> page displays. Enter the desired information into the <b>From Year</b> field. Enter "2012".
41.	Enter the desired information into the <b>From Period</b> field. Enter "1".
42.	Click the <b>Save</b> button. 
43.	You have successfully completed the <i>Closing Regular Accounting Period</i> topic.  You have learned how to: - Close regular accounting periods <b>End of Procedure.</b>

### 3.4 Posting a journal to an adjustment period

In GARS, accounting periods are opened by module. For example, an accounting period could be open for General Ledger transactions and closed for Accounts Payable transactions. In this topic, you will enter, edit, and post a General Ledger journal to an adjustment accounting period that is open.

After completing this topic, you will be able to:

- Verify that the journal posted to period 998, the adjustment accounting period.

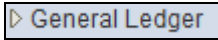



#### Procedure

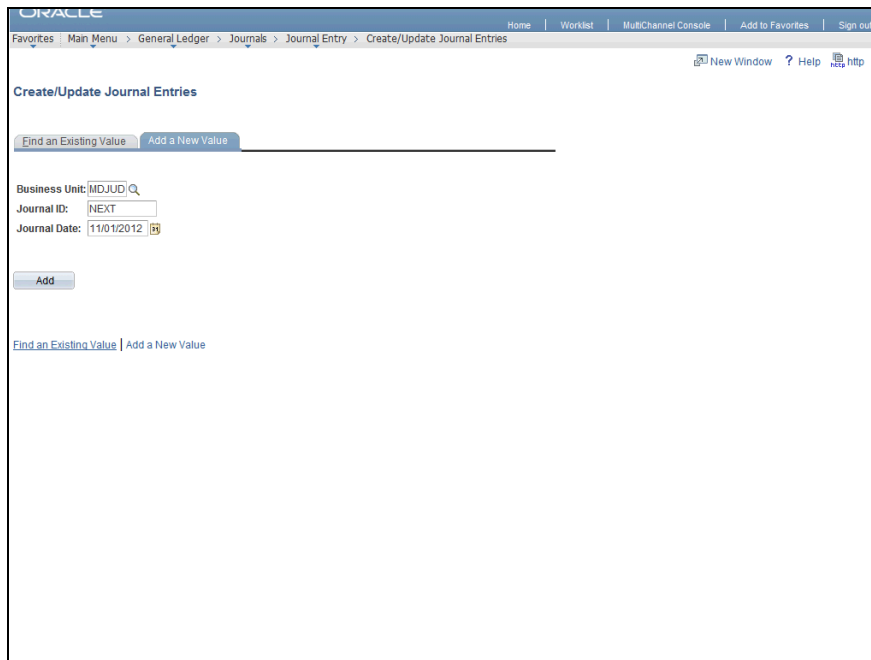
In this topic, you will enter, edit and post a journal to an adjustment period.

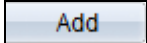
# Training Guide

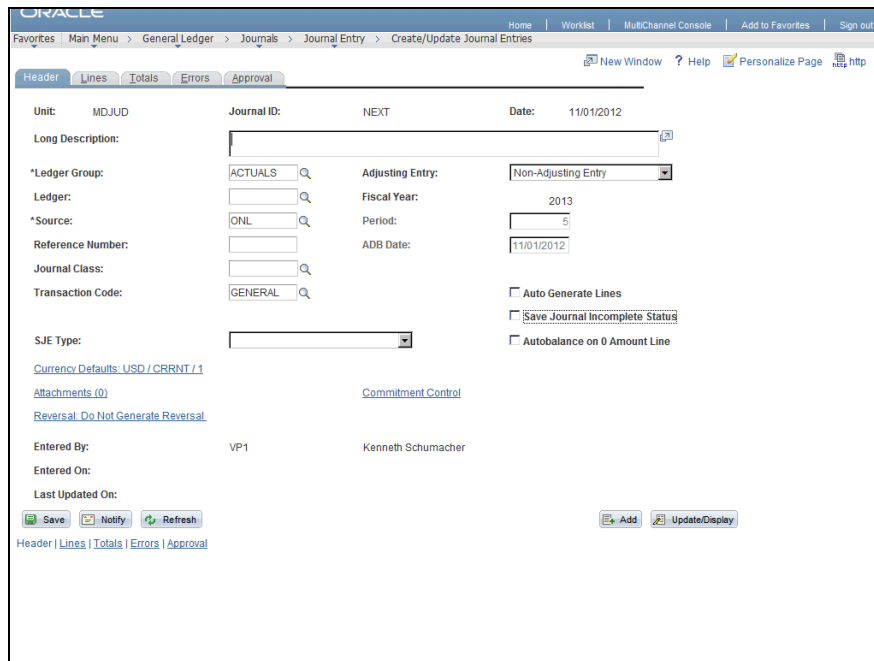
## Performing Period-End Reconciliation and Closing



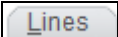


Step	Action
1.	Navigate to the <b>Create/Update Journal Entries</b> page.  Click the <b>General Ledger</b> link. 
2.	Click the <b>Journals</b> link. 
3.	Click the <b>Journal Entry</b> link. 
4.	Click the <b>Create/Update Journal Entries</b> link. 



Step	Action
5.	The <b>Create/Update Journal Entries</b> search page displays.  Click the <b>Add</b> button. 



Step	Action
6.	The <b>Create/Update Journal Entries - Header</b> page displays.  Enter the desired information into the <b>Long Description</b> field. Enter " <b>Enter, edit and post a journal to an adjustment period</b> ".
7.	Click the <b>Adjusting Entry</b> list. 
8.	Click the <b>Adjusting Entry</b> list item. 
9.	Click the <b>Lines</b> tab. 

# Training Guide

## Performing Period-End Reconciliation and Closing



ORACLE  
Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List Change Values

Inter/IntraUnit \*Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS									

Business Unit Description  
MDJUD Administrative Office of Court

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
10.	The <b>Lines</b> tab displays.  Enter the desired information into the <b>SpeedType</b> field. Enter " <b>00306</b> ".
11.	Press <b>[Tab]</b> .

ORACLE  
Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List Change Values

Inter/IntraUnit \*Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037		B006	A0006			

Lines to add: 1

Totals

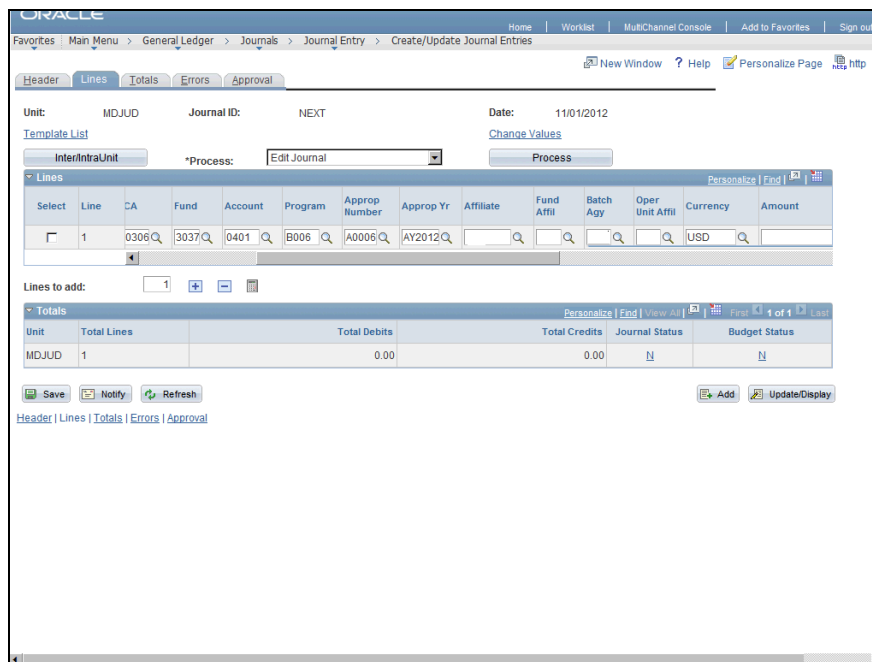
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N


Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

[javascript:submitAction\_win0(document.win0,"SPEEDTYPE\_SHOW40");]

Step	Action
12.	Verify that the appropriate Chartfield values populate, including: <ul style="list-style-type: none"> <li>- PCA</li> <li>- Fund</li> <li>- Program</li> <li>- Approp Number</li> </ul>
13.	Enter the desired information into the <b>Account</b> field. Enter " <b>0401</b> ".
14.	Enter the desired information into the <b>Approp Yr</b> field. Enter " <b>AY2012</b> ".
15.	Click the <b>horizontal</b> scrollbar to reveal the <b>Batch Agency</b> field.



Step	Action
16.	Enter the desired information into the <b>Batch Agy</b> field. Enter " <b>C15</b> ".
17.	Enter the desired information into the <b>Amount</b> field. Enter " <b>1981.00</b> ".
18.	Click the <b>Insert Lines</b> button. 

# Training Guide

## Performing Period-End Reconciliation and Closing



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List Change Values

Inter/IntraUnit \*Process: Edit Journal Process

Lines

Select	Line	Unit	Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037		B006	A0006	AY2012		

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	3,962.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
19.	On the second line, enter the desired information into the <b>Account</b> field. Enter " <b>2001</b> ".

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List Change Values

Inter/IntraUnit \*Process: Edit Journal Process

Lines

Select	Line	Unit	Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037		B006	A0006	AY2012		

Lines to add: 1

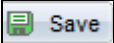
Totals

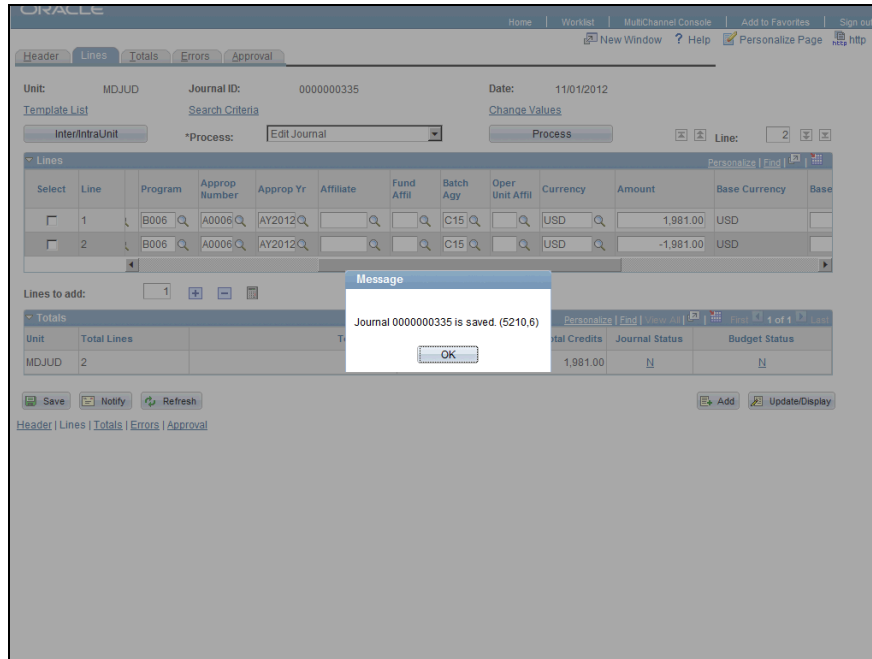
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	3,962.00	0.00	N	N

Save Notify Refresh Add Update/Display


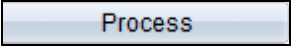


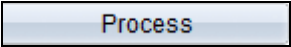
Header | Lines | Totals | Errors | Approval



Step	Action
20.	Click the <b>horizontal</b> scrollbar to reveal the <b>Amount</b> field.
21.	Enter the desired information into the <b>Amount</b> field. Enter " <b>-1981.00</b> ".
22.	Click the <b>Save</b> button. 

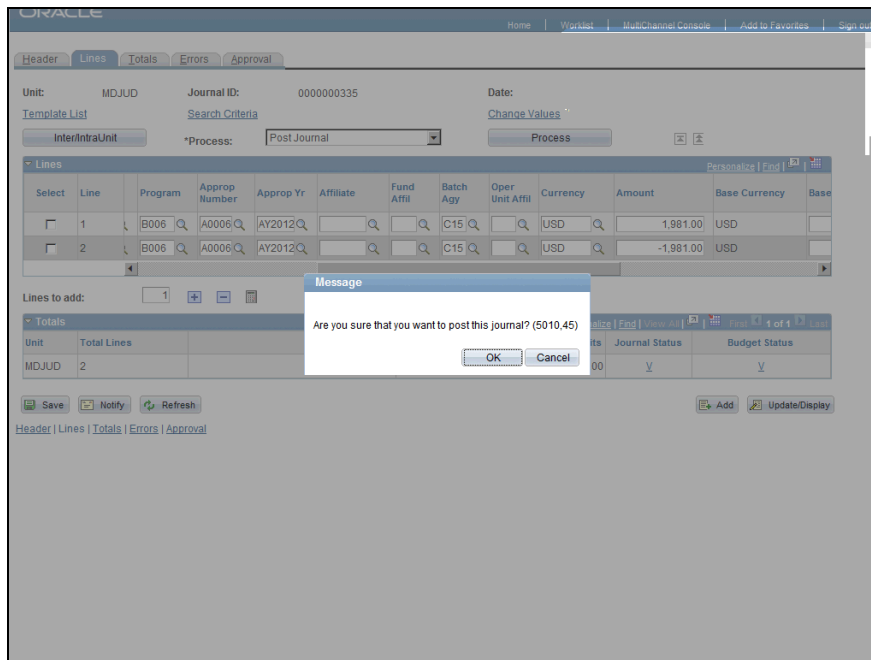


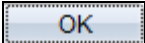
The screenshot shows the Oracle Financials 'Edit Journal' screen. The 'Unit' is MDJUD and the 'Journal ID' is 0000000335. The date is 11/01/2012. The 'Process' button is visible. The 'Lines' table shows two lines: Line 1 with Amount 1,981.00 and Line 2 with Amount -1,981.00. A 'Message' dialog box is open, indicating the journal is saved. The 'Totals' section shows a total of 2 lines.

Step	Action
23.	Take note of the Journal ID.  Click the <b>OK</b> button. 
24.	Click the <b>Process</b> button. 
25.	Click the <b>Process</b> list. 
26.	Click the <b>Post Journal</b> list item. 
27.	Click the <b>Process</b> button. 

# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
28.	Click the <b>OK</b> button to post the journal. 
29.	The journal is now posted.  <b>NOTE:</b> You cannot edit the journal after it has been posted.
30.	You have successfully completed the <i>Creating and Posting a Journal to an Adjustment Period</i> topic.  You have learned how to: - Enter, edit and post a journal to an adjustment period <b>End of Procedure.</b>

### 3.5 Closing Period 998

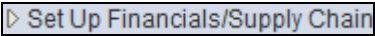




Period 998 in GEARS is a special period used for year end adjustment entries. This is sometimes called "Period 13" in many accounting systems. In this topic, you will close Period 998.

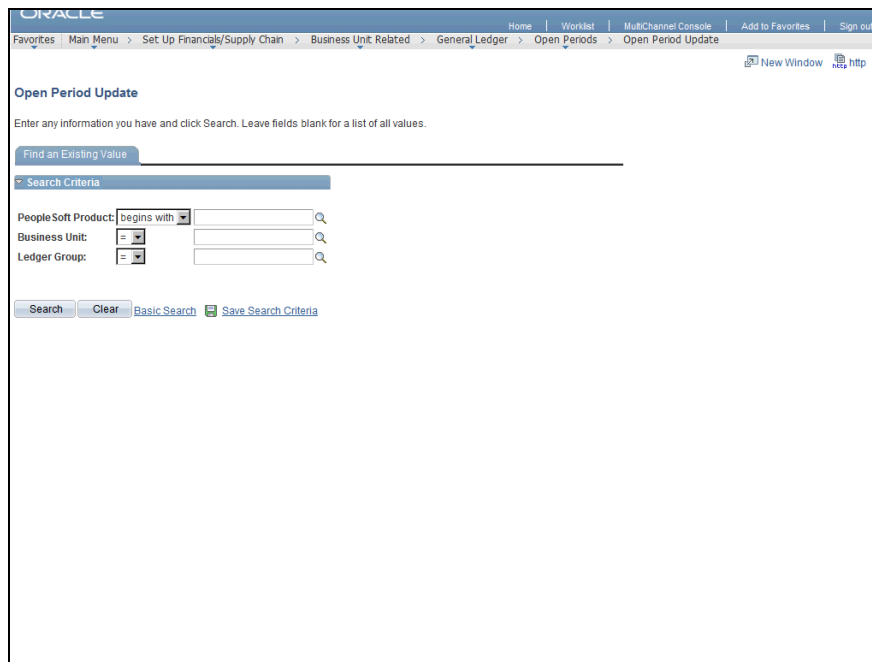
After completing this topic, you will be able to:


- Close out Period 998

### Procedure

In this topic, you will close the Period 998.

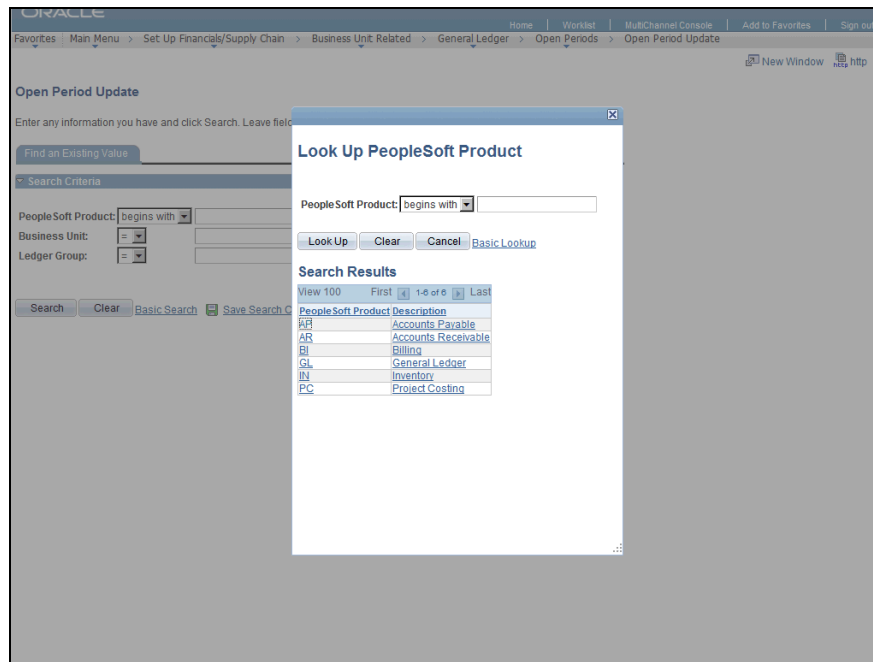
Step	Action
1.	Move the scrollbar down.
2.	Begin by navigating to the <b>Open Period Update</b> page.  Click the <b>Set Up Financials/Supply Chain</b> link. 
3.	Click the <b>Business Unit Related</b> link. 
4.	Click the <b>General Ledger</b> link. 
5.	Click the <b>Open Periods</b> link. 
6.	Click the <b>Open Period Update</b> link. 





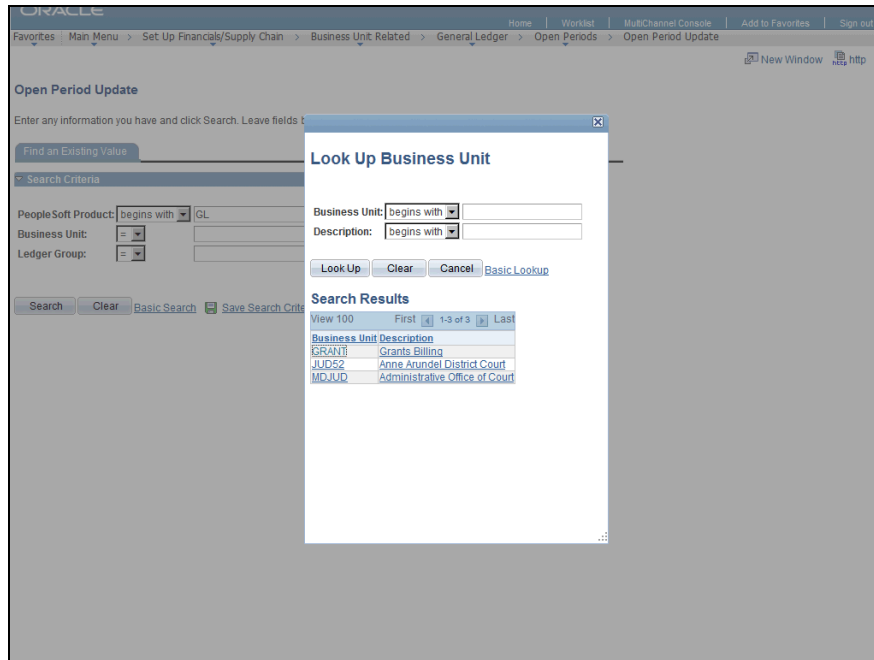
Step	Action
7.	The <b>Open Period Update</b> search page displays.  Click the <b>Look up PeopleSoft Product</b> button. 

# Training Guide

## Performing Period-End Reconciliation and Closing




Step	Action
8.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>GL product</b> link.</p> <p></p>
9.	<p>Click the <b>Look up Business Unit</b> button.</p> <p></p>



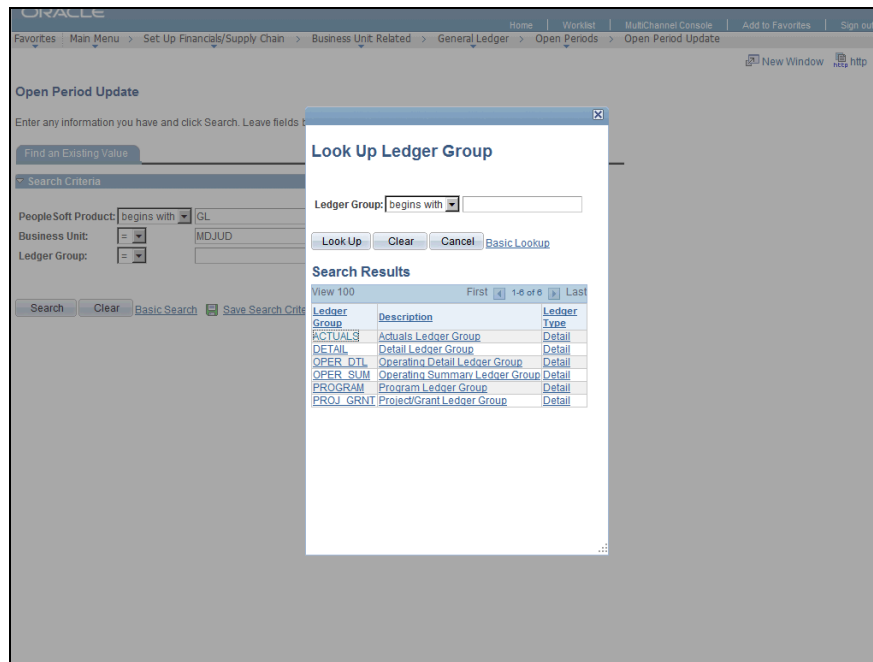
The screenshot shows the Oracle Open Period Update window. A modal dialog box titled "Look Up Business Unit" is open in the center. The dialog has two input fields: "Business Unit" and "Description", both with "begins with" dropdown menus. Below these are "Look Up", "Clear", and "Cancel" buttons, along with a "Basic Lookup" link. A "Search Results" section displays a table with three rows of data. The background window shows the "Open Period Update" page with various navigation tabs and search criteria fields.

Business Unit	Description
GRANT	Grants Billing
JUD52	Anne Arundel District Court
MDJUD	Administrative Office of Court

Step	Action
10.	<p>The <b>Look Up Business Unit</b> window displays.</p> <p>Click the <b>MDJUD</b> link.</p> <p><b>MDJUD</b></p>
11.	<p>Click the <b>Look up Ledger Group</b> button.</p> <p></p>

# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
12.	<p>The <b>Look Up Ledger Group</b> window displays.</p> <p>Click the <b>ACTUALS</b> link.</p> <p><b>ACTUALS</b></p>
13.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financial/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update

New Window | Personalize Page | http

### Open Period Update

PeopleSoft Product: GL Business Unit: MDJUD Ledger Group: ACTUALS

☒ Show all transaction types

Ledgers for a Unit


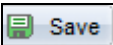
Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2013	11	05/01/2013	2014	1	07/31/2013
PCA	Procurement Car	2013	11	05/01/2013	2014	1	07/31/2013
POR	Purchase Order	2013	11	05/01/2013	2014	1	07/31/2013
RCA	Receipt Accrual	2013	11	05/01/2013	2014	1	07/31/2013
REQ	Requisition	2013	11	05/01/2013	2014	1	07/31/2013
UN	Journal Unpost	2013	11	05/01/2013	2014	1	07/31/2013

Search (Alt+U)

### Include Adjustment Periods

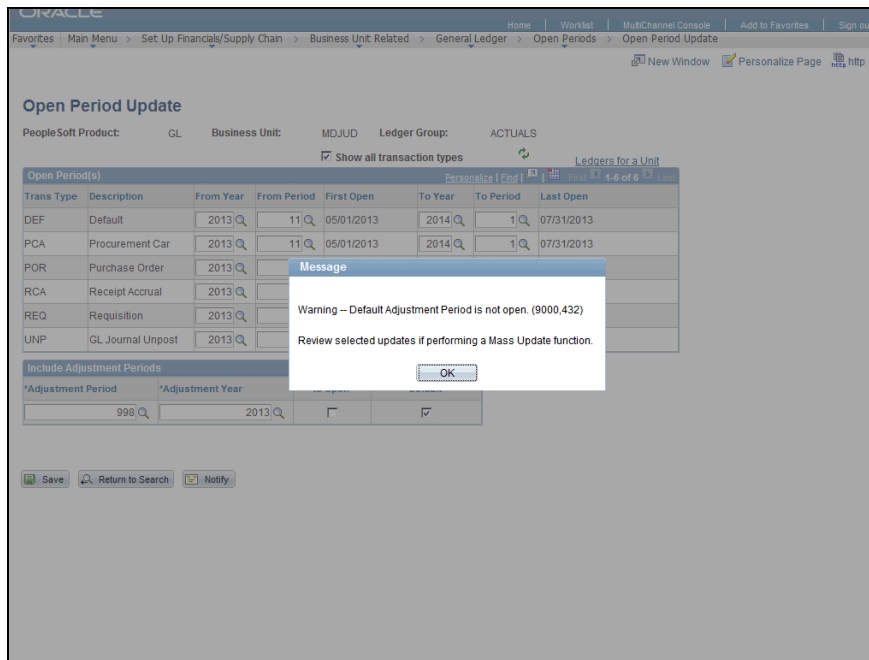
*Adjustment Period	*Adjustment Year	Is Open	Default
998	2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

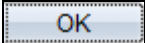
Save | Return to Search | Notify

Step	Action
14.	<p>The <b>Open Period Update</b> page displays.</p> <p>Click the <b>Is Open</b> option. Deselecting this option will close the 998 Adjustment Period.</p> 
15.	<p>Click the <b>Save</b> button.</p> 

# Training Guide

## Performing Period-End Reconciliation and Closing



Step	Action
16.	Click the <b>OK</b> button. 
17.	You have successfully completed the <i>Closing Period 998</i> topic.  You have learned how to: - Close out period 998 <b>End of Procedure.</b>

### 3.6 Closing Period 12 (GL)

In GEARS, Accounting Periods are based on your fiscal year calendar. Since the Judiciary fiscal year calendar begins on July 1st, July is period 1, August is period 2 and so on. Opening and closing GL accounting periods is controlled by adjusting the range of open periods on the Open Period Update page. If the From Fiscal Year = 2013, From Period = 12 and the To Fiscal Year=2014, To Period=1, then GL is open from June 1, 2013 through July 31, 2013.

In this topic, you will close period 12 by adjusting the From Fiscal Year and From Period.

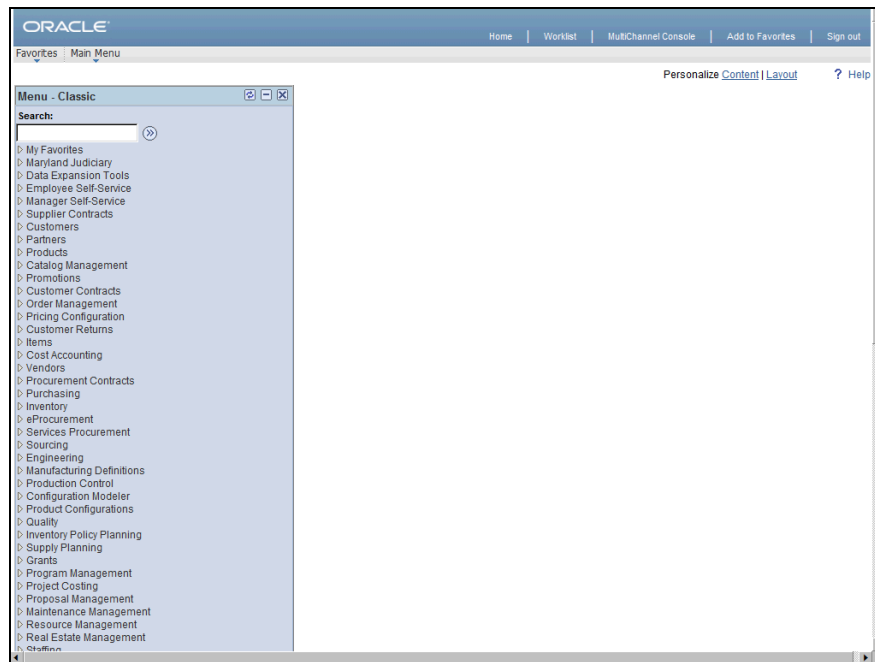
After completing this topic, you will be able to:

- Close period 12 for fiscal year 2013

#### Procedure

In this topic, you will close Period 12 (GL). This cannot be run until all other modules are closed.

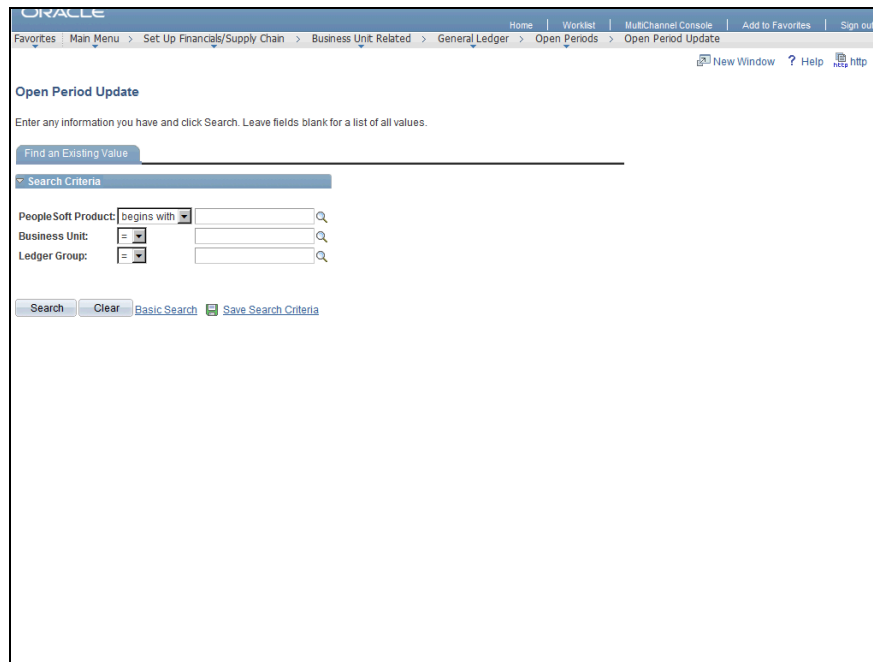




Step	Action
1.	Click the scroll bar and scroll down.
2.	<p>Begin by navigating to the <b>Open Period Update</b> page.</p> <p>Click the <b>Set Up Financials/Supply Chain</b> link.</p> <p><a href="#">▶ Set Up Financials/Supply Chain</a></p>
3.	<p>Click the <b>Business Unit Related</b> link.</p> <p><a href="#">Business Unit Related</a></p>
4.	<p>Click the <b>General Ledger</b> link.</p> <p><a href="#">General Ledger</a></p>
5.	<p>Click the <b>Open Periods</b> link.</p> <p><a href="#">Open Periods</a></p>
6.	<p>Click the <b>Open Period Update</b> link.</p> <p><a href="#">Open Period Update</a></p>

# Training Guide

## Performing Period-End Reconciliation and Closing



**Open Period Update**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


**Search Criteria**

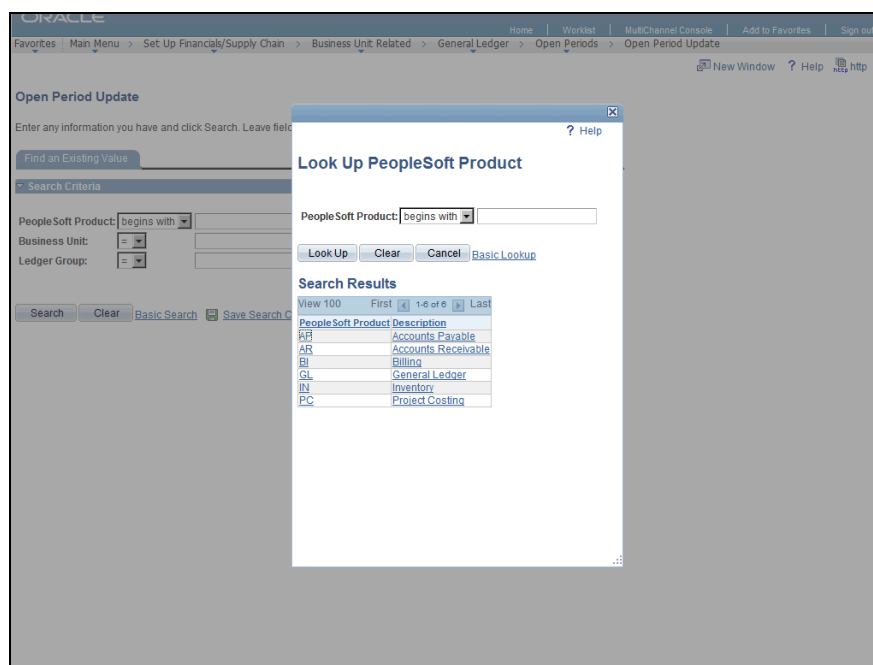
PeopleSoft Product: begins with

Business Unit:

Ledger Group:

Search Clear Basic Search Save Search Criteria

Step	Action
7.	<p>The <b>Open Period Update</b> search page displays.</p> <p>Click the <b>Look up PeopleSoft Product</b> button.</p> 



**Open Period Update**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

PeopleSoft Product: begins with

Business Unit:

Ledger Group:

Search Clear Basic Search Save Search Criteria

**Look Up PeopleSoft Product**



PeopleSoft Product: begins with

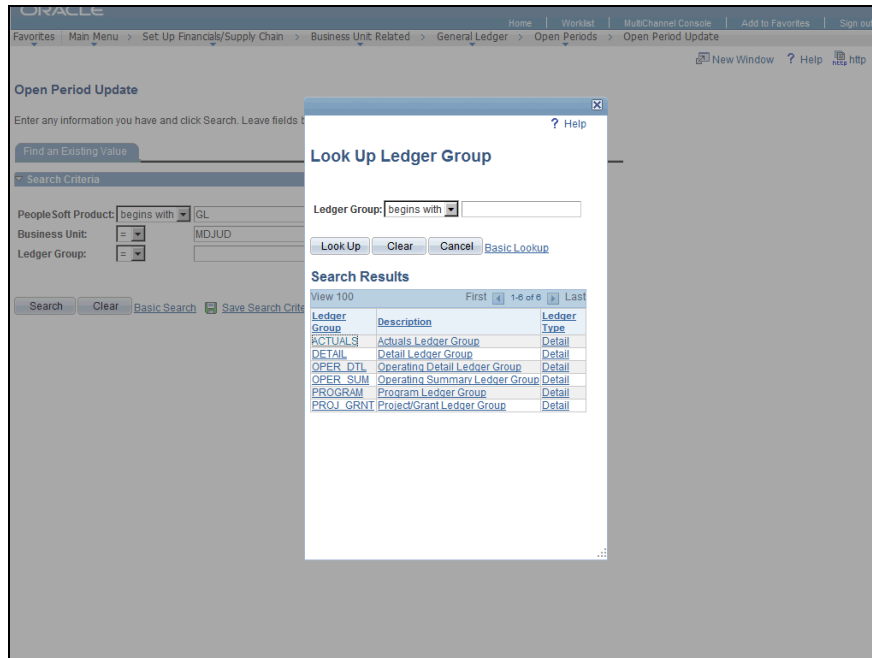
Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-6 of 6 Last

PeopleSoft Product	Description
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
GL	General Ledger
IN	Inventories
PC	Product Costing

Step	Action
8.	<p>The <b>Look Up PeopleSoft Product</b> window displays.</p> <p>Click the <b>GL</b> link.</p> 
9.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>MDJUD</b> ".
10.	<p>Click the <b>Look up Ledger Group</b> button.</p> 



Oracle PeopleSoft Application: Open Period Update

Enter any information you have and click Search. Leave fields blank for all.

Find an Existing Value

Search Criteria

PeopleSoft Product: begins with GL

Business Unit: MDJUD

Ledger Group:

Search Clear Basic Search Save Search Criteria

**Look Up Ledger Group**

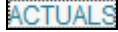
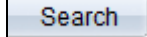
Ledger Group: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-6 of 6 Last

Ledger Group	Description	Ledger Type
ACTUALS	Actuals Ledger Group	Detail
DETAIL	Detail Ledger Group	Detail
OPER DTL	Operating Detail Ledger Group	Detail
OPER SUM	Operating Summary Ledger Group	Detail
PROGRAM	Program Ledger Group	Detail
PROJ GRNT	Project/Grant Ledger Group	Detail

Step	Action
11.	<p>The <b>Look Up Ledger Group</b> window displays.</p> <p>Click the <b>ACTUALS</b> link.</p> 
12.	<p>Click the <b>Search</b> button.</p> 

# Training Guide

## Performing Period-End Reconciliation and Closing

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financial/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update

New Window ? Help Personalize Page http

### Open Period Update

PeopleSoft Product: GL Business Unit: MDJUD Ledger Group: ACTUALS

☒ Show all transaction types

☐ Ledgers for a Unit

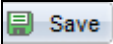
Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2013	12	06/01/2013	2014	1	07/31/2013
PCA	Procurement Car	2013	12	06/01/2013	2014	1	07/31/2013
POR	Purchase Order	2013	12	06/01/2013	2014	1	07/31/2013
RCA	Receipt Accrual	2013	12	06/01/2013	2014	1	07/31/2013
REQ	Requisition	2013	12	06/01/2013	2014	1	07/31/2013
UNP	GL Journal Unpost	2013	12	06/01/2013	2014	1	07/31/2013

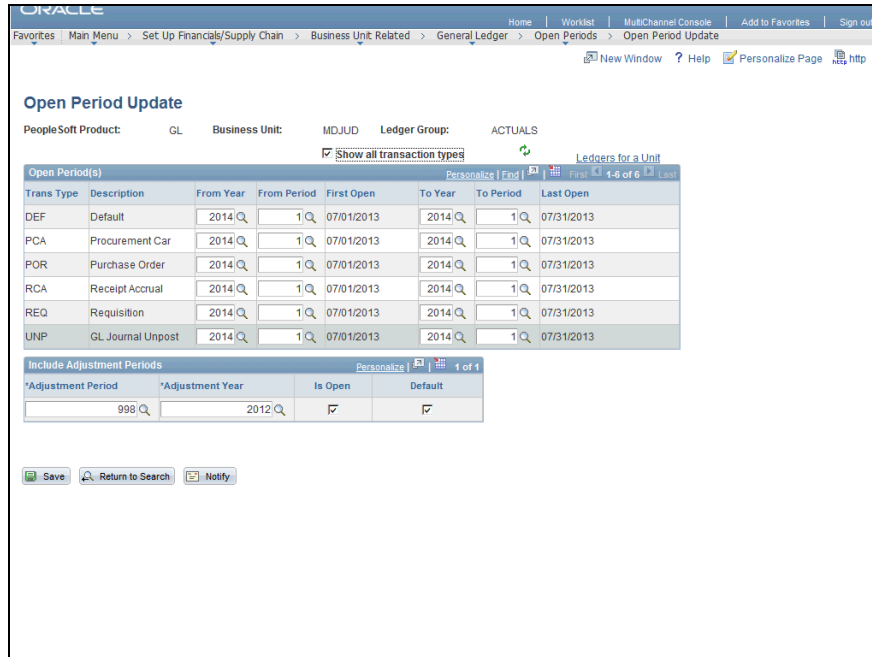
Include Adjustment Periods

*Adjustment Period	*Adjustment Year	Is Open	Default
998	2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Return to Search Notify

Step	Action
13.	The <b>Open Period Update</b> page displays.  Enter the desired information into the <b>From Year</b> field for Default. Enter " <b>2014</b> ".
14.	Enter the desired information into the <b>From Period</b> field for Default. Enter " <b>1</b> ".
15.	Enter the desired information into the <b>From Year</b> field for Procurement Car. Enter " <b>2014</b> ".
16.	Enter the desired information into the <b>From Period</b> field for Procurement Car. Enter " <b>1</b> ".
17.	Enter the desired information into the <b>From Year</b> field for Purchase Order. Enter " <b>2014</b> ".
18.	Enter the desired information into the <b>From Year</b> field for Purchase Order. Enter " <b>1</b> ".
19.	Enter the desired information into the <b>From Year</b> field for Receipt Accrual. Enter " <b>2014</b> ".
20.	Enter the desired information into the <b>From Period</b> field for Receipt Accrual. Enter " <b>1</b> ".
21.	Enter the desired information into the <b>From Year</b> field for Requisition. Enter " <b>2014</b> ".
22.	Enter the desired information into the <b>From Period</b> field for Requisition. Enter " <b>1</b> ".
23.	Enter the desired information into the <b>From Year</b> field for GL Journal Unpost. Enter " <b>2014</b> ".

Step	Action
24.	Enter the desired information into the <b>From Period</b> field for GL Journal Unpost. Enter " <b>1</b> ".
25.	Click the <b>Save</b> button. 



Step	Action
26.	Notice that the <b>First Open</b> column displays " <b>07/01/2013</b> ", which is the new accounting year.
27.	You have successfully completed the <i>Closing Period 12</i> topic.  You have learned have to: - Close out period 12 <b>End of Procedure.</b>

## Course Summary



### Congratulations!

You have successfully completed the *YE400 Performing Period End Reconciliation and Closing Activities* course. In this course, you have learned how to:

## Training Guide

### Performing Period-End Reconciliation and Closing



- Close purchase orders
- Close PO lines on open purchase orders
- Review open POs and run the manual PO rollover process
- Close the budgets for a particular year
- Open and close the adjustment period
- Open and close sub-modules periods
- Create adjustment journals
- Close GL periods

We hope that you found this class informative, interactive, and fun. Check out other GEARs training courses, available on the GEARs website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at [gearstraining@mdcourts.gov](mailto:gearstraining@mdcourts.gov) (<mailto:gearstraining@mdcourts.gov>).